



Disability Support Services (DSS) Extension of Deadlines as a Reasonable Accommodation

Extension of deadlines as a reasonable accommodation is infrequently used and typically reserved for students that have provided documentation of a disability that is unpredictable, acute and episodic in nature. Students eligible for this accommodation are expected and encouraged to meet assignment deadlines. However, they may occasionally have periods when they are unable to complete work at a scheduled time, such that some leniency in a late-work policy is reasonable. This accommodation typically applies to short-term assignments (e.g., a homework), rather than to large long-term projects that have been assigned since the beginning of the semester.

1. Students are required to give their instructor an accommodations memo in order to notify him/her of their need for reasonable accommodations based on disability.
2. Disability Support Services may determine that *extension of deadlines* is a reasonable accommodation for a student based on disability. Reasonable use of this accommodation requires active negotiation among student, instructor and DSS on a case-by-case basis to ensure that the integrity of a course or program is maintained. Students must work closely with their instructor and DSS in adjusting deadlines for each individual assignment.
3. Instructors must notify DSS if they believe that the use of flexible deadlines has become excessive. Disability Support Services may request documentation from the student to support leniency or adjustment of a deadline.
4. Disability Support Services expects students to make every attempt to attend class and to adhere to submission deadlines as closely as possible because failure to do so may impact academic progress.
5. Disability Support Services expects students to contact instructors to request use of this accommodation in advance of an anticipated absence and/or submission deadline. For emergencies or unexpected absences, contact should be made by students as soon as possible in order to discuss the possibility of make-up work and/or to provide documentation for absence. (If students are unable to contact instructors directly, they must contact DSS.)
6. Extension of assignment deadlines may not be a reasonable accommodation during Summer, Winter or for other courses with an accelerated pace.
7. Students are required to fulfill all course requirements and to meet evaluation standards as specified in the course syllabus within the time period of the semester.
8. Ultimately, it is at the instructor's discretion to finalize arrangements for completion of course requirements.
9. All accommodations, including *extension of deadlines*, become effective when students deliver the accommodations memo to their instructors. Accommodations are not retroactive.