REASONABLE EXTENSION OF ASSIGNMENT DEADLINES POLICY

Students are expected and encouraged to meet deadlines for assignments and tests. Faculty has a right to establish late work policies. However, if a student has a disability that may occasionally impact her/his ability to complete assignments and tests at the scheduled time, flexibility in assignment deadlines is considered an appropriate accommodation. Hopefully, a student’s disability will not interfere with timely completion of assignments; however, if the student has a disability with random or cyclical acute episodes, the accommodation allows for flexibility in assignment deadlines and make-up work. The number of days given for each assignment extension depends on the interactive or participatory nature of a course, or is based on department, college or accrediting agency rules.

If special consideration in meeting deadlines is needed, students need to work with the instructor to determine the maximum extension that can be given before compromising the integrity of the course/program.

Please note that unexpected illness or injury, a recent diagnosis, onset, or change in condition rarely warrants accommodations in assignment deadlines. Rather, these conditions often warrant a withdrawal. See OSU withdrawal policies at http://catalog.oregonstate.edu/ChapterDetail.aspx?key=75#Section2880.

Some instructors allow all students in the class more time than they believe is needed for students to complete assignments and/or exams. For example, an instructor gives an assignment they believe should only take two days to complete but allows students three days. Please be aware that if you provide all students in the class with “extended time” or buffer time to complete assignments legal guidance suggests that it would be discriminatory not to provide the extended time in addition to the time given to all students in the course. The Office for Civil Rights determined in a complaint filed against Lewis and Clark College that it would be discriminatory not to provide extended time for a student with a disability beyond the time given to non-disabled students.¹

STUDENT’S RESPONSIBILITIES

- Student provides appropriate documentation of a disability to Disability Access Services.
- Student discusses impact of his/her disability with the Disability Access Coordinator/Advisor.
- If deemed an appropriate accommodation, flexibility in assignment deadlines is added to the student’s eligibility. Student schedules an appointment to meet with the professor to determine reasonable extensions and to establish a specific plan for making up missed work.
- Student and instructor complete the appropriate form through DAS online services.
- Student will contact the professor (not DAS) as soon as possible to inform the professor that the extension was medically necessary.
- Student will adhere to the agreed upon plan and complete work within the agreed upon alternate timeline.
- Student will contact DAS immediately with any questions or concerns.

PROFESSOR’S RESPONSIBILITIES

- Professor meets with student during scheduled appointment to discuss extension of assignment deadlines and to determine a reasonable number of days for the extension and develop a specific plan for making up missed work.

• Professor and student complete the Reasonable Extension of Assignment Deadlines form through DAS online services.
• Professor will maintain the essential standards/learning outcomes of the class.
• If the student notifies professor of a disability related extension, professor will return student’s voice mail/email as soon as possible and verify the agreed upon alternate time line for work.
• Professor will contact the DAS immediately with any questions or concerns.

DAS RESPONSIBILITIES
• DAS discusses accommodation needs with the student and reviews student’s documentation. If reasonable, Disability Access Coordinator/Advisor establishes that reasonable extension of assignment deadlines is an appropriate accommodation.
• DAS will, if necessary, help faculty and student develop a plan for completing make-up work.
• DAS will address student/faculty questions and concerns regarding accommodations.

CONSIDERATIONS WHEN DETERMINING REASONABLE EXTENSION OF ASSIGNMENT DEADLINES
• What is the purpose of the assignment? Is it necessary to have it completed before an exam? Before a discussion?
• What does the syllabus say about deadlines?
• Are students required to actively participate in class discussions/activities?
• How is participation figured into the final grade?
• How are students expected to interact with each other (in class, group work outside of class, via Blackboard/e-mail)?
• Is the material being learned in the class sequential? Does each week’s material build on the material learned in the previous week(s)?
• Are there other lab or class sections the student could attend to catch up on missed material?
• What policies exist for making up missed exams, pop quizzes? Turning in late work?
• Does the class use Blackboard?
• Could missed assignments be turned in via discussion board/e-mail?
• Are tests to be taken at a specific time and place, or is there a window when the test can be taken?
• Is it possible for students to “work ahead” in this class?