

## Accommodation Guideline: Flexible Due Dates

Assignment and assessment deadlines and policies are set by faculty or departments, and not determined by the Office of Disability Services (ODS). When the functional limitations of a student's disability affects participation in their classes, the ODS may recommend consideration for flexibility with assignment and assessment deadlines as a possible reasonable academic accommodation.

When using this accommodation, students are required to notify their professors before the due date whenever possible and make arrangements to determine the new due date. Similarly, students are required to notify the ODS when using this accommodation. Students may be asked to provide proper documentation of their disability related symptoms to support their request to extend a deadline.

The ultimate decision regarding assignment/assessment extensions and the resulting influence extensions may have on grades is at the discretion of the faculty. When receiving a request for an extension, the ODS recommends faculty to consider the following questions:

1. What are the essential course requirements?
2. Would an extension (or multiple extensions) fundamentally alter the nature of the course?
3. What does the course description and syllabus indicate regarding late work or completion deadlines?
4. Does the fundamental nature of the course rely upon timely completion of assignments as an essential method of learning?
5. Does timely completion of assignments constitute a significant component of the learning process?
6. To what degree does a student's failure to submit timely completion of assignments constitute a significant loss of the educational experience for other students in the class?

If it is determined that the request to extend the deadline of an assignment or assessment will compromise the integrity of the course, the student will be informed and given an opportunity to discuss other accommodation options.

For online classes, it is recommended that one (1) class session is interpreted as twenty-four (24) hours.