



*Accommodations and Academic Resource Services  
909-621-8921*

## **Alternative Deadline (Formalized Agreement)**

### **Eligibility and Use of Extensions on Assignments:**

Students with the accommodation of extensions on assignments have disabilities that are episodic in nature and/or affect their focus and concentration. An extension on an assignment is when a student is unable to complete the assignment on time due to the direct effects of their disability.

**Guidelines for determining a reasonable extension on an assignment:** Questions to guide the discussion and determination include the following:

1. What are the classroom practices and policies (i.e. in the syllabus) regarding extensions on assignments?  
Is the extension policy consistently applied?
2. Is there classroom interaction among students (i.e peer review)?
3. Do student contributions constitute a significant component of the learning process?
4. Does the course rely on student participation as a method for learning?
5. Are the assignments designed so that students would be dependent on each other to complete work?
6. Are assignments used as class content when they are due? (e.g. the paper/assignment reviewed as the first lecture on that content)

### **Accommodating an extension on an assignment:**

The student and professor should work together at the beginning of the semester, or as soon as the accommodation is approved, to establish adjusted due dates (extensions) for their assignments throughout the semester. To help facilitate the discussion, and set parameters between faculty and student, a worksheet is included below.

- Accommodations and Academic Resource Services will work with the faculty member to ensure that the expectations comply with Section 504 requirements for reasonable accommodations.
- The expectations around extensions should be established before an assignment is late or an extension related to a disability is requested. Faculty are only required to provide approved disability related accommodations after receiving a Faculty Notification Letter and a discussion between student and professor has taken place.



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**Alternative Deadlines (Formalized Agreement) Expectations**  
**(To be Completed by Faculty in consultation with the Student)**

Semester \_\_\_\_\_ Course \_\_\_\_\_ Course Code \_\_\_\_\_

**Extension on assignments: \_\_\_\_\_ (in hours or days)**

Be specific as possible. Avoid vague phrases such as *flexible*, *to be determined* or *open*.

It is expected that the student submit the assignment according to the due date on the syllabus if they are able.

The extension on assignment accommodation should only be utilized by the student when they are experiencing a limitation specifically related to their disability (for some students with learning disabilities they agreed upon extension will always be utilized)

<b>Assignment #1</b>	<b>Due date in Syllabus</b>	<b>Extended due date</b>
_____	_____	_____
<b>Assignment #2</b>	<b>Due date in Syllabus</b>	<b>Extended due date</b>
_____	_____	_____
<b>Assignment #3</b>	<b>Due date in Syllabus</b>	<b>Extended due date</b>
_____	_____	_____
<b>Assignment #4</b>	<b>Due date in Syllabus</b>	<b>Extended due date</b>
_____	_____	_____
<b>Assignment #5</b>	<b>Due date in Syllabus</b>	<b>Extended due date</b>
_____	_____	_____
<b>Assignment #6</b>	<b>Due date in Syllabus</b>	<b>Extended due date</b>
_____	_____	_____
<b>Assignment #7</b>	<b>Due date in Syllabus</b>	<b>Extended due date</b>
_____	_____	_____
<b>Assignment #8</b>	<b>Due date in Syllabus</b>	<b>Extended due date</b>
_____	_____	_____

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_