

## **Extensions on Papers and Projects Policy**

Each semester, students are required to complete accommodation letters for their courses in a timely manner to inform the instructor of the accommodations they wish to utilize in their course. Upon delivery of the letter, students are encouraged to speak with the instructor about how accommodations will be implemented in the course.

### **Extensions on Papers and Projects as an Accommodation**

Students who are approved for extensions on papers and/or projects must meet with a Disability Services staff member at the start of each semester to receive Accommodation Letters for their individual courses.

Students must deliver the Accommodation Letters to their instructors. At that time, students are also advised to have a conversation with their instructor about how the accommodation will be implemented in the course as well as determine a plan for communicating with the instructor if they will need an extension, pursuant to their approved accommodation. Students are not required to present instructors with evidence or justifications regarding their need for an approved accommodation. If the student has any concerns about how the accommodation is being or will be implemented in a specific course or by a specific professor, they should contact the Disability Services Office as soon as possible. It is the expectation of the College and the Disability Services Office that students will manage their time to submit all course work in a timely manner and in accord with their approved accommodation.

However, if the student experiences a change in their disability status (e.g., an acute episode or acute worsening of their disability, hospitalization related to their disability, etc.) which impacts their ability to complete assignments outside of their approved accommodation, the student should contact Disability Services and their instructor as soon as reasonably possible to request a further extension. Disability Services will respond to the student as expeditiously as possible, considering the individual circumstances and the nature of the request. It is anticipated that the individual will receive an initial response from Disability Services within three business days. In many circumstances this initial response will provide an interim plan for accommodation. However, in certain circumstances, Disability Services may need to request further information from the student at that time and reserves the right to require further documentation in certain instances before granting an additional accommodation, particularly if the student has newly presented needs that are outside the scope of documentation previously submitted to Disability Services.

The College reserves the right to deny an accommodation request if it fundamentally alters the course in question and/or creates an undue burden for the College.

### **Important Notes**

Course instructors are not required to grant a student extensions on assignments beyond the accommodation(s) set forth in the student's Accommodation Letter. If Disability Services determines that multiple extensions are to be allowed for the same assignment, this must be explicitly set forth as part of an individual student's Accommodation Letter, or in the event of a change in disability status, in a student's revised/amended Accommodation Letter.

The student must initiate the request of an extension on an assignment directly with the instructor. If the faculty member is not notified in a timely manner about the need for an extension, as well as the individual student's approved accommodation plan, the faculty member may deny the request and the student should

expect the assignment to be due by the initial date assignment is to be turned in. If feasible, the request should be made to the individual instructor at least a week before the due date of the assignment in question, however, the College will consider the individual nature of the request and the student's individual circumstances in each case.

### **Note to Instructors**

Instructors who are concerned with a student's ability to complete assignments in accordance with extensions set forth in their Accommodations Letter are encouraged to discuss these concerns directly with the student as early as possible.

Instructors are encouraged to include assignment due dates in their syllabi in order for students to fully assess and plan for timeframes for completion of assignments.

Professors may contact Disability Services at any time if they have questions or concerns.