

Disability Support Services Flexibility with Deadlines Form

This form will assist in determining how flexibility with deadlines will be handled and to set guidelines for the student to follow to submit the coursework with the agreed upon modifications.

Student's Name:

Instructor's Name:

Course & CRN:

Term & Year:

To assist in determining extensions, the impact that extensions may have on grades and if the extensions would fundamentally alter the requirements of the course, instructors can use the following questions to make this determination:

1. What are the essential course requirements?
2. Would an extension (or multiple extensions) fundamentally alter the course?
3. What does the 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?

What are the current late work policies as stated in the syllabus?

How and when should the student contact you when an extension is needed?

Given the requirements of the courses, what is a reasonable extension without compromising course standards? (i.e. 24 hours, 48 hours, the next class meeting, other)?

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In the instance where a new deadline is set but not met, what is the expectation? (can the work still be submitted? Will there be a penalty? Is there a situation in which the policy can be re-modified?)

Please send the form to the DSS counselor for review. Upon review and discussion with the instructor and student as needed, the DSS counselor will provide completed copies to all parties.

If at any point the instructor and/or the student have any questions or concerns about this process, the Flexibility with Deadlines Form and/or the provision of this accommodation, Disability Support Services must be notified as soon as possible so we can address the concerns and work to resolve them.