

Extended Time on Assignments Guidelines

The extended time on assignments accommodation is a reasonable accommodation given to students with a disability that impacts their ability to complete assignments in the scheduled time. For this academic accommodation, the disability is usually episodic in nature and impacts the student's ability to devote sufficient time to assignments.

Extended Time on Assignments is **NOT**

- Open ended deadlines
- Elimination of all in-course deadlines or permission to submit late work all at the same time at the end of the semester
- Permission to submit assignments at the student's convenience
- Automatic re-weighting of grades to compensate for assignments not submitted

Student Responsibilities

- Complete your semester request on Accommodate at the beginning of the semester, or when accommodations are approved, to notify faculty of your accommodations.
- Communicating with faculty **before the deadline, as soon as possible** when you need to implement extended time on assignments. Preferably, not the day an assignment is due.
- Use the faculty's preferred method of communication for requesting an extension.
- Adhere to the agreed upon plan and complete assignments by the new alternate deadline.
- Practice time management skills when completing assignments for all courses.

Faculty Responsibilities

- Communicate with students about their preferred method of communication for requesting extended time on assignments.
- Communicate if there are any critical assignments that cannot be extended.
- Have the right to establish late work policies for their courses.
- Establish a new alternate deadline that is reasonable for their course and assignment.
- Adhere to the agreed upon plan and new alternate deadline.

Note: Should the student not complete an assignment by the new alternate deadline, any late work policy a faculty member has established will still apply. Accommodations are not retroactive, meaning that if a student is to request an extension after the original deadline has passed, faculty do not have to grant that extension.

Should a student or faculty have any questions or need assistance navigating the extended time on assignments accommodation, please reach out to Accessibility Services.

Accessibility Services

accessibility@shepherd.edu

304-876-5122

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