

SJSU Administration Bldg., Rm 110, One Washington Square, San Jose, CA 95192-0168 · (408) 924-6000; aec-info@sjsu.edu

**Effective Fall 2024:** The accommodation of "Assignment Extension" has been prescribed for students whose disability is episodic/cyclical and unpredictable in nature. The accommodation is:

- for independent, non-group assignments.
- for assignments not stated on the course syllabus that are announced and/or where the required material needed for completion is not made available until **5 business days or less** before the due date.
- only to be utilized for disability-related limitations; it does not apply to assignment extensions unrelated to a disability (e.g., common illness, car trouble, etc.) Such extensions should be addressed according to the syllabus. The student is responsible for following the faculty's syllabus regarding missed assignment deadlines due to non-disability related issues.
- all work must be submitted at least 48 hours before grades are due.

As with all accommodations, this accommodation supports curriculum requirements; meaning, the accommodation could affect and be implemented differently for each course. The accommodation is a shared responsibility between the student, faculty, and the University (AEC).

## RESPONSIBILITIES

Student	AEC	Faculty
<b>Step 1:</b> Request accommodation via MyAEC before the assignment due date is missed. Accommodations are not retroactive.	<b>Step 1:</b> AEC will email the Faculty Notification Letter.	<b>Step 1:</b> Use the link provided on the Faculty Notification letter to inform AEC of key information regarding coursework. The information provided will assist AEC to determine the reasonableness of the accommodation.
<b>Step 2:</b> If an assignment extension is required, submit an Extension Request Form before the missed deadline (or as soon as possible).	<b>Step 2:</b> AEC will review the request and determine whether an extension is reasonable. If so, AEC will send approval of extension <sup>1</sup> , 1 to 3 days.	<b>Step 2:</b> For approved AEC extension faculty should not penalize the student by reducing points.

Note:

- Any late assignment not approved by AEC is to be graded according to the late policy stated on the course syllabus.
- Approved assignment extensions submitted after the extended time frame are to be graded according to the late policy stated on the course syllabus.

<sup>1</sup> Sample message of approved assignment extension:

Title: COURSE # AEC Assignment Extension Approval

Message: Dear Professor,

The AEC is supporting [STUDENTNAME]'s request for an assignment extension:

Assignment Title:

Original Due Date:

New Due Date:

Length of Extension:

Submission method:

If the assignment is submitted after the approved extended time frame, the assignment may be graded according to the late policy stated on the course syllabus.

Note: This approval is based on the information provided to AEC on the Assignment Extension Questionnaire. If there has been a curriculum change and you no longer believe this extension is reasonable, please contact AEC as soon as possible: [aec-info@sjsu.edu](mailto:aec-info@sjsu.edu)

*Ability Redefined*

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