

Effective Spring 2024 the use of this accommodation will require the submission of the [Extended Assignment Form](#). The form will be initiated by the student each time a disability-related need for an extension occurs. AEC will review the request, if approved faculty will be sent confirmation.

This guide is a tool for facilitating communication between faculty and students prescribed the accommodation of “Extended Assignment.” As with all accommodations, “Extended Assignment” supports curriculum requirements; meaning, the accommodation, could affect and be implemented differently for each course. This guide will assist in the understanding of the shared responsibility in effectively executing the accommodation in a timely manner.

Eligibility and Use of Disability Related Assignment Extensions

Students prescribed the accommodation of “Extended Assignment” have disabilities that are episodic and/or unpredictable in nature. The accommodation:

- Is intended for students unable to meet the due date(s) of independent, non-group assignments.
- Is for coursework assigned to be completed with 10 business days or less.
- Is only to be utilized for disability-related limitations; it does not apply to coursework extensions unrelated to student’s 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.

Faculty & Student Responsibility

Student	Faculty
<p>Start of Term: Request accommodation via MyAEC in order to generate a Faculty Notification Letter before the assignment due date is missed.</p>	<p>Start of Term: Meet with the student to discuss course requirements. If accommodation is determined as unreasonable for any or all assignments, provide clearly articulated reason(s).</p>
<p>During Term: Each time a coursework extension is needed due to disability-related before the missed deadline, or as soon as possible and/or practicable, submit an Extended Assignment Request Form to AEC for review.</p>	<p>During Term: As received, review Extended Assignment confirmation from AEC. Complete form with approval or denial.</p>

⇒ **NEW:** Faculty will receive confirmation from AEC with approval for the request along with the length of the extension. Form must be sign with approval or denial. Both student and AEC will receive a copy of completed form.

The answers to the questions below allow faculty and students to have a clear understanding if the full extension is reasonable for any of the assignments. However, if specific curriculum requirements cannot support the specified extension time frame, faculty and student must determine if a time frame exist that will support the curriculum. If at any point the faculty and/or the student have any questions or concerns about the process and/or the provision of this accommodation, the AEC should be contacted immediately to address and resolve them.

Faculty: The Assignment Extension states a number of days prescribed.

⇒ **Consider** the following when determining if the extension of days prescribed are reasonable & appropriate given the nature of each assignment. It is important to answer the following questions for each assignment:

- Are assignments independently completed, i.e. non-group?
- Do assignments depend on completion of a previous assignment which impacts the next assignment?
- Will solutions be posted? If so, how soon after the assignment is submitted?
- How much time is there between assignments?
- Are assignments used as class content (e.g., problem sets due, peer previews) reviewed after submission during lecture?

Faculty/Student: Discuss how assignment(s) will be submitted: Canvas upload, email, etc.

- ⇒ Selected submission method will apply for due dates even if the extended date falls on a weekend.
- ⇒ All work must be completed by the last day before grades are due.
- ⇒ If assignment(s) are turned in late, after the coursework extension time frame, the assignment will be subject to grading as a late assignment.

Ability Redefined

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