# Disability Resource Center Extended Deadlines for Assignments

## Student Responsibilities

**This accommodation is specifically designed to provide flexibility around class deadlines in order to specifically address barriers related to chronic physical or mental conditions which result in significant challenges to completing assignments by their due dates.**

1. Request the accommodation in a timely manner at the start of, or as early as possible in the semester. Log on to DRC Online Services and submit an accommodation request by selecting *Extended Deadlines for Assignments* for each class in which it is needed. This will allow the DRC to email your notification letters to your professors.
2. Carefully review the syllabus for each course to be aware of requirements, including those regarding making up missed work, and submitting late work.
3. Email each instructor and request a meeting to discuss the possibility of extended deadlines. Bring a laptop to the meeting with your instructor and input an agreement with specifics related to extended deadlines for each class in which it is needed.
4. During your meeting, create a clear understanding of whether adjustments to assignment due dates will be possible for the class. The following questions will be listed on the agreement.
5. What is the class policy on accepting late work as stated on the syllabus?
6. The following allowances are available for submitting late work.
7. What procedures must be followed for notifying the instructor that late work will be submitted?

Example questions to help guide the conversation:

* How many additional days are allowed for an extension?
* What are the adjusted dates for the specified assignments?
* Does the professor want to be notified if the student plans to submit an assignment after the deadline? If so, how?
* Which assignments can and cannot be submitted after the original deadlines?

1. Once the agreement has been submitted the accommodation becomes active.
2. Adhere to the agreed upon plan and complete the work within the alternate timeline laid out in the agreement. The professor’s policy on late work (e.g., 10 points off a grade for each date late) will remain if you fail to meet the agreed upon disability related extension or miss deadlines for non-disability related reasons. Review the full policy on DRC’s [Policy and Procedures](https://www.cpp.edu/drc/accommodations-and-procedures/policies-and-procedures-links.shtml#1-q9) website.

## Instructor Responsibilities

**This accommodation is specifically designed to provide flexibility around class deadlines in order to specifically address barriers related to chronic physical or mental conditions which result in significant challenges to completing assignments by their due dates.**

1. Review current class policies and procedures and consider adjustments to assignment deadlines on accepting late work that do not result in fundamental alterations to the course design or essential components.

* What does the course description and syllabus say regarding late work?
* To what extent does the fundamental nature of the course rely upon completion of
* assignments within a specific time frame as an essential method for learning?
* Is the completion of an assignment within a specific time frame a critical component of an
* assessment activity?
* 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?

1. Student will reach out via email to set up a meeting to discuss the extended deadlines accommodation. Respond as soon as possible to the student’s request. Have a conversation about assignment modifications and confirm if deadline extensions are educationally feasible or if it will be necessary to first consult with the DRC.

Example questions to help guide the conversation with the student:

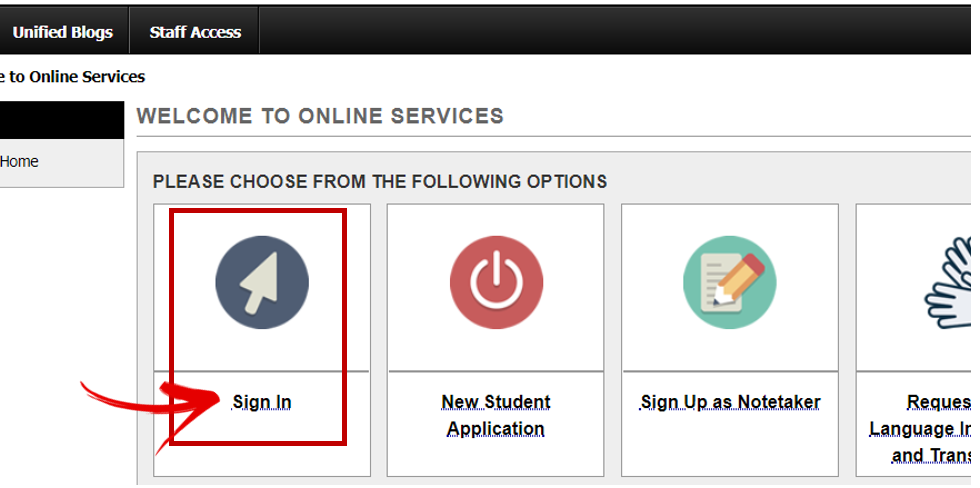
* How many additional days are allowed for an extension?
* What are the adjusted dates for the specified assignments?
* Does the professor want to be notified if the student plans to submit an assignment after the
* deadline? If so, how?
* Which assignments can and cannot be submitted after the original deadlines?

1. When in doubt, request a consultation with the DRC to determine if modifying the course assignment policy would result in fundamental alterations to the course design. **Instructors should never deny a student’s eligible accommodation.**
2. Be prepared to provide a rationale about how modifying assignment deadlines is either not educationally feasible or how adjustments would result in changes to essential components of the course.
3. If reasonable adjustments can be made, work with the student to determine clear expectations of how extended deadlines will be handled. The course late work policy (e.g. 10 points off a grade for each date late) will remain if the student fails to meet the agreed upon disability related extension or misses deadlines for non-disability related reasons.
4. This accommodation is not active until an agreement has been uploaded to the student’s myDRC portal. It is the instructor’s responsibility to uphold ADA law. Review the full policy on DRC’s [Policy and Procedures](https://www.cpp.edu/drc/accommodations-and-procedures/policies-and-procedures-links.shtml#1-q9) website.

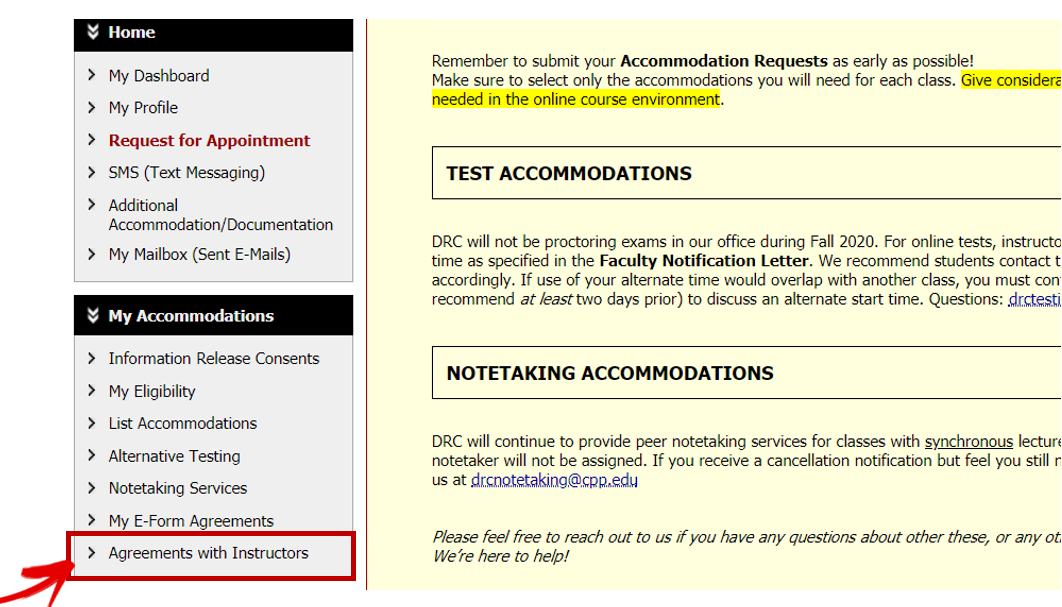
## myDRC Instructor Agreement Tutorial

The Instructor Agreement is available to be used when creating the Extended Deadlines on Assignments Agreement. Once the information is filled out, the student and professor will both receive a copy of the agreement via email. The Agreement form is only available to be filled out after the student requests to use the accommodation.

1. Student needs to log-on to DRC Online Services with Bronco username and password: <https://cascade.accessiblelearning.com/CPP/>

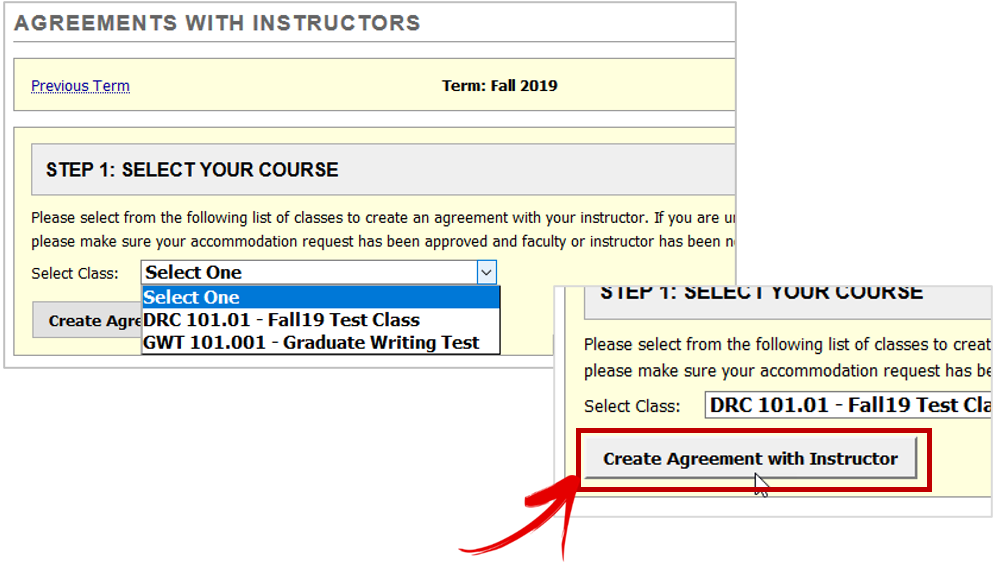


1. Select **Agreements with Instructors** under “My Accommodations” on the left.

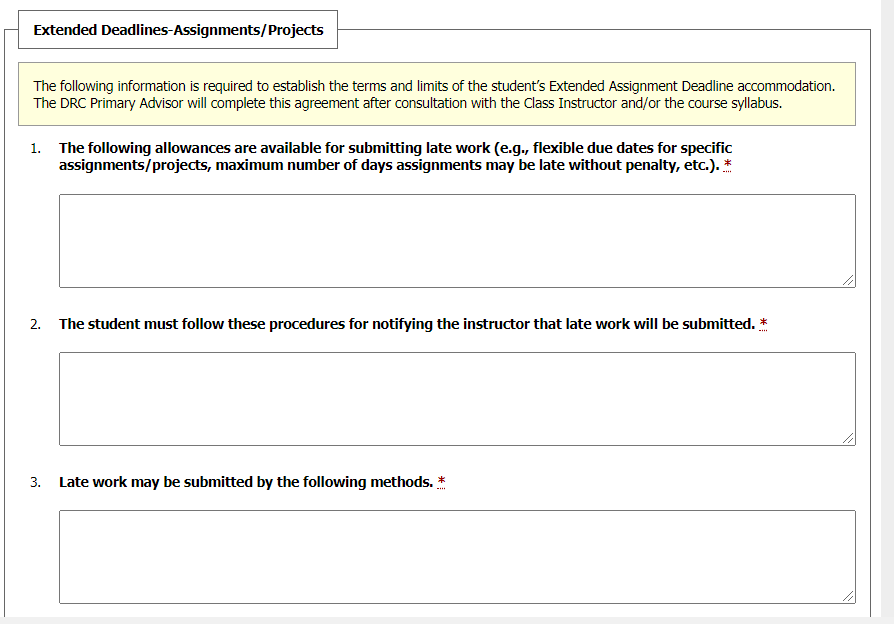




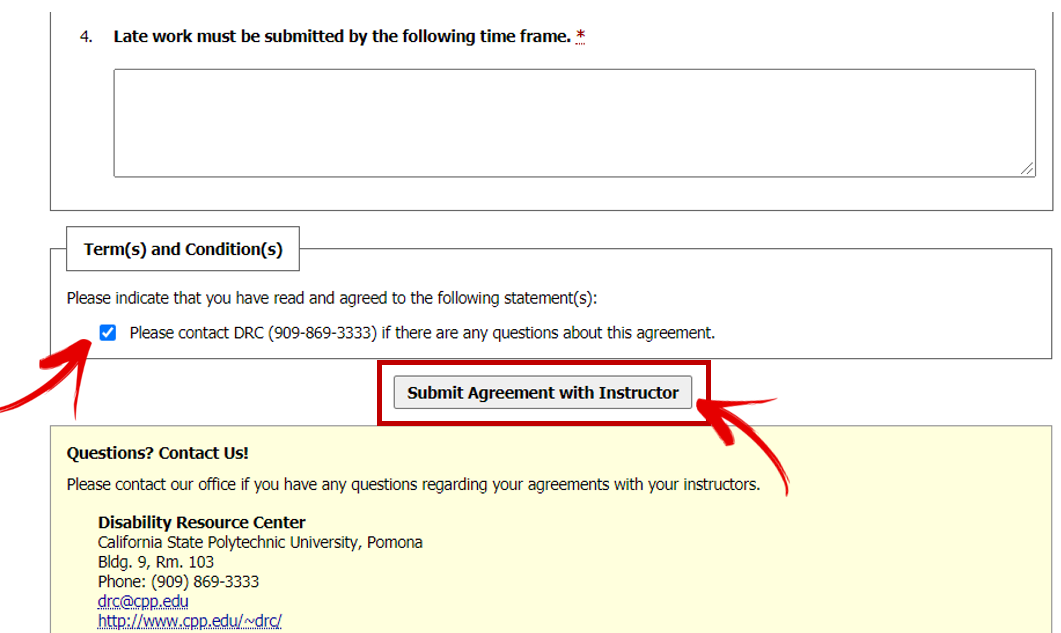
1. Scroll down to select the course & click on **Create Agreement with Instructor.**



1. Answer the questions to complete the **extended deadlines on assignments agreement**.



1. Check box under Terms and Conditions & click on **Submit Agreement**:



1. The instructor and the student will automatically receive a copy of the agreement via email when the agreement is submitted.