

Adjustments to Assignment Deadlines Accommodation

What is the purpose of this accommodation?

The purpose of this accommodation is to provide, when reasonable and appropriate, extensions on assignments (above any extensions allowed for by the students' instructors in the instructors' syllabi) for a student with a documented diagnosis/disability in the event the student's disability (or disability-related symptom) results in the student being unable to complete an assignment by the respective due date. A student may utilize the extension(s) provided for by this accommodation **only** when the student has a medical need to do so as related to the student's documented disability (or symptom of the documented disability).

This accommodation is authorized only extremely rarely and only when a student has a documented functional need. This accommodation is authorized on an individual, case-by-case basis.

To achieve clarity for the student and the student's instructors, it is important for the Office of Accessibility Services (OAS), the student, and the instructor to discuss the parameters and expectations of this agreement once it is authorized for the student. Faculty will receive an *adjustment to assignment deadline worksheet* which will enable them to provide OAS with deadline adjustments that do not fundamentally alter the course.

A student's use of any authorized extension on an assignment under the Adjustments to Assignment Deadlines accommodation shall not negatively impact on the student's grade in any course.

How do students apply for the Adjustments to Assignment Deadlines accommodation?

A student seeking extensions on assignments as an accommodation for their documented disability should [submit a request for this accommodation](#) to the OAS immediately upon registering for their classes each semester or as soon as is reasonably possible thereafter.

When during the semester may a student request this accommodation?

A student may request this accommodation through the OAS at any time during the semester. Note: since accommodations are applied on a **prospective basis, and students are not entitled to have accommodations applied on a retroactive basis**, students needing this accommodation should apply for this accommodation as soon as they register for their classes each semester or as soon as is reasonably possible thereafter.

How does the OAS evaluate a student's request for Adjustments to Assignment Deadlines as an accommodation?

1. Upon receipt of a student request for the Adjustments to Assignment Deadlines accommodation, the OAS reviews all relevant supporting documentation and information the student has provided to confirm there exists a clear link between the student's functional limitations and the student's stated need for the Adjustments to Assignment Deadlines accommodation.
2. Once a clear link is established, the OAS contacts each of the student's instructors (as designated by the student) to address with each instructor how the student's accommodation request can be reasonably and appropriately applied to that instructor's course, if at all. As part of this analysis, each instructor will be responsible for determining how long of an extension is allowable for each of the assignments in their respective course before the course would be fundamentally altered. An *adjustment to assignment deadline worksheet* will be provided to share the adjusted deadline information.

A student is approved for the Adjustments to Assignment Deadlines accommodation. Now what?

1. The OAS e-mails to the student an Academic Accommodation Authorization document by secure e-mail that confirms the student's eligibility to utilize the Adjustments to Assignment Deadlines accommodation.
 - A. The Academic Accommodation Authorization document will state **Adjustments to Deadlines** as *pending* until OAS has communicated with faculty and received back a completed *adjustment to assignment deadline worksheet* from faculty.
 - B. Once the *adjustment to assignment deadline worksheet* is completed between OAS and the faculty, the student will receive a copy of the adjusted deadlines for each course.
2. The student delivers their Academic Accommodation Authorization document to each of their instructors, as applicable. Students are advised to have a conversation with their instructor(s) about how the accommodation will be implemented in the course. In advance of use, students should confirm the plan for communicating (email optimal) with their instructor for if/when they may need to utilize an extension pursuant to their approved accommodation. Students are not required to present instructors with evidence or justifications regarding their need for an approved accommodation.
3. If/when the student needs to utilize an extension(s) provided for by this accommodation for any assignment due to a medical need relating to the student's documented disability (or symptom of the documented disability), the student shall communicate with the relevant instructor as soon as reasonably possible after the need arises that the student will be using the extension for the respective assignment. OAS recommends use of email as the

primary communication tool. The student must “cc” the OAS on this e-mail at access@simmons.edu. Note: In some instances, “as soon as reasonably possible” means the student may email the instructor *after* the assignment is due, based upon the circumstances relating to the need for the extension (such as, the student was seen in the Emergency Department on the day the assignment was due).

IMPORTANT NOTES:

The student is not entitled to simply extend the deadline for any assignment by the maximum number of days listed in the Academic Accommodation Authorization document- the student shall only extend the deadline for any assignment by the *minimum* number of days the student needs (based upon the student’s medical need relating to the student’s documented diagnosis/disability or symptom of the diagnosis/disability) to complete the assignment.

***Remember:* Simmons students are bound by the Student Code of Conduct, including that portion relating to academic integrity. It is the expectation of the University and the OAS that students will manage their time to submit all course work in a timely manner and in accord with their approved accommodation.**

Examples

Example 1: *Jordan has Chron’s disease, which can flare-up and cause Jordan to be unable to do their schoolwork. Jordan was authorized to have the Adjustments to Assignment Deadlines accommodation prior to the start of the semester. The day before Jordan’s first assignment is due for their psychology course, they have a flare-up of their Chron’s disease. Jordan e-mails their instructor to advise that they are going to utilize the extension listed for Assignment #1, the deadline of which, according to Jordan’s **adjustment to assignment deadline** worksheet, can be extended by a maximum of four days. Jordan feels much better the day after their flare-up commenced. Accordingly, in compliance with the accommodation and the Student Code of Conduct, Jordan completes their assignment and submits the assignment only one day past the original due date. Jordan’s instructor must treat the assignment as having been timely submitted.*

Example 2: *Chase has migraine headaches, which can cause Chase to be unable to do her schoolwork. Chase was authorized to have the Adjustments to Assignment Deadlines accommodation prior to the start of the semester. Two days before Chase’s second assignment is due in her math course, Chase develops a migraine headache. Chase has Math class on Tuesdays and Thursdays. Due to her migraine headache, Chase e-mails her instructor to advise that she is going to utilize the extension listed for Assignment #2, the deadline of which, according to Chase’s **adjustment to assignment deadline** worksheet, can be extended by a maximum of 2 days (up until the start of the class session on Thursday). The students will be participating in an activity in class on Thursday that will provide all of the answers for*

Assignment #2. Chase's migraine headache continues until the morning of the Thursday class session and she is unable to complete her assignment before attending class on Thursday. Since Chase did not submit Assignment #2 within the maximum extended time period, Chase's instructor is able to mark Chase's assignment (whenever/if Chase does turn it in) in accordance with the late-submission policy Chase's instructor included in the course syllabus.

Example 3: *Len has a disability that involves seizures, which can cause Len to be unable to do his schoolwork. Len was authorized to have the Adjustments to Assignment Deadlines accommodation prior to the start of the semester. The day before Len's fourth assignment is due in his social work course, Len has a seizure. Based upon the severity of the seizure, Len is unable to e-mail his professor that he will be utilizing the extension for Assignment #4 until three days after his seizure (which is two days after Assignment #4 was due). According to Len's **adjustment to assignment deadline** worksheet, the deadline for Assignment #4 can be extended by a maximum of 7 days. Due to the continuing impact of his seizure, Len is unable to submit his assignment to his instructor until the last day (day 7) of the extension. Len's instructor must treat the assignment as having been timely submitted.*

Tips for Students

- If the student experiences a change in their diagnosis/disability status (e.g., worsening of diagnosis or disability-related symptoms, acute episode of their disability, hospitalization related to their disability, etc.) which impacts their ability to complete assignments outside of their approved accommodation, the student should contact the OAS and their instructor immediately to request a further extension. The OAS will respond to the student in a timely fashion and may provide an interim plan for accommodation. However, in certain circumstances, the OAS may need to request further information from the student at that time and reserves the right to require further documentation in certain instances before granting an additional accommodation, particularly if the student has newly presented needs that are outside the scope of documentation previously submitted to the OAS. **Note:** the University reserves the right to deny an accommodation request if it fundamentally alters the course in question and/or creates an undue burden for the University.
- If the student has any concerns about how the accommodation is being or will be implemented in a specific course or by a specific professor, they should contact the OAS as soon as possible.

Tips for Faculty

- Instructors who are concerned with a student's ability to complete assignments in accordance with extensions set forth in their **adjustment to assignment deadline** worksheet are encouraged to discuss these concerns directly with OAS as early as possible.
- Instructors are encouraged to include assignment due dates in their syllabi for all students in order for students to fully assess and plan for timeframes for completion of assignments.

- Instructors may contact the OAS at any time if they have any questions or concerns.

Important Note:

The University reserves the right to deny an accommodation request if it fundamentally alters the course in question and/or creates an undue burden for the University.