



Occasional Extension on Assignment Deadlines

Scope and Audience

This applies to students with disabilities who have been approved for the occasional extension on assignment deadlines accommodation, and for instructors whose students have been approved for this accommodation through the EAC.

Accommodation Purpose

The purpose of this procedure is to outline the expectations and responsibilities of students, instructors, and the Educational Access Center in the implementation of the occasional extension on assignment deadlines accommodation.

Some disabilities are episodic or unpredictable in nature, and as a result, it may **occasionally** impact the student's ability to complete an assignment by the designated due date. The occasional extension on assignment deadlines is **not intended** to be used every week and/or for every assignment.

Responsibilities and Procedures

Student Rights and Responsibilities

If a student is needing to use their accommodation for an extension on an assignment, the student needs to notify the instructor as soon as possible, preferably before the assignment deadline. Students are not required to tell instructors specific disability-related information (e.g. what disability-related symptoms or barriers they may be experiencing) or provide instructors medical documentation related to the request, but should state in the extension request that they are needing to use their accommodation.

Example Email

Subject: Class Name and Section, Assignment

Dr. Professor,

I am currently experiencing increased symptoms/barriers related to my disability. I would like to use my accommodation and request a 24-hour extension on Assignment 3.2.

Thank you,

Student

EDUCATIONAL ACCESS CENTER

1910 University Drive, Boise, Idaho 83725-1375

Phone (208) 426-1583 Fax (208) 473-2984 eacinfo@boisestate.edu boisestate.edu/eac

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For assignments in which an extension is appropriate, the extension may allow for an additional 48-hours from the original due date. Even if a student completed the assignment within the 48-hour time frame, if the student did not notify the instructor of the necessary extension and the relation to their accommodation, the instructor cannot assume the assignment was submitted late due to disability-related reasons and therefore late penalties as outlined in the syllabus may still apply.

If extenuating circumstances require more than an additional 48 hours to complete the assignment, the student needs to notify their instructor as soon as possible, preferably before the assignment deadline. The instructor may determine an appropriate and reasonable deadline for the assignment, and consult with the EAC if necessary.

Instructor Rights and Responsibilities

Instructors have the right to set assignment deadline policies within their course syllabus. This occasional extension on assignment deadlines should provide flexibility to the assignment deadline policy outlined in the course syllabus.

Instructors should respond to assignment extension requests due to disability-related reasons within a reasonable timeframe. Instructors should not ask for specific reasons or medical documentation related to the request (e.g. it would not be appropriate to ask what exact symptoms the student is experiencing).

If a student requires more than an additional 48 hours to complete the assignment, the instructor may determine an appropriate and reasonable deadline for the assignment, and consult with the EAC if necessary.

An instructor may wish to establish an Occasional Extensions on Assignment Deadlines Plan. The Extension Plan can be initiated by the instructor by completing the [Occasional Extensions on Assignment Deadlines Plan form](#) (linked). Once completed, the assigned Access Coordinator will engage in the interactive process with the instructor and student(s) to develop and disseminate the agreed upon plan.

Other Considerations

Accommodations are not retroactive. Instructors are not required to provide extensions on assignments that were requested prior to the accommodation notification being sent, i.e. activation of the accommodation.

Extensions that are not related to the impacts of a disability are not included in the scope of this accommodation (e.g. common illness, car trouble, child care, vacation, etc.) and should be addressed according to the assignment deadline policy outline in the course syllabus.

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It may not be reasonable or appropriate to provide extensions for specific assignments. For example, an extension request for group work would impact the progress of other students, and therefore, likely is not appropriate.

If at any point the extension requests are no longer reasonable and appropriate, and/or they are significantly delaying the student's progress in the course, the student or instructor may reach out to the EAC to help remediate the issue and/or come up with a plan for the rest of the semester.

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