

PROCEDURES FOR REASONABLE EXTENDED DEADLINES

OVERVIEW

Students are expected and encouraged to meet deadlines for assignments and tests. Instructors have a right to establish late work policies. However, if a student has a disability that may occasionally impact her/his ability to complete assignments and tests at the scheduled time, flexibility in assignment deadlines is considered an appropriate accommodation. Hopefully, a student's disability will not interfere with timely completion of assignments; however, if the student has a disability with random or cyclical acute episodes, the accommodation allows for flexibility in assignment deadlines and make-up work. The number of days given for each assignment extension depends on the interactive or participatory nature of a course, or is based on department, college or accrediting agency rules.

If special consideration in meeting deadlines is needed, students need to work with the instructor to determine the maximum extension that can be given before compromising the integrity of the course/program. SDS will address student/instructor questions and concerns regarding accommodations on a case-by-case basis upon request.

Please note that unexpected illness or injury, a recent diagnosis, onset, or change in condition rarely warrants accommodations in assignment deadlines. Rather, these conditions may warrant a withdrawal. See KSU's Administrative Emergency Withdrawal policies at <https://deanofstudents.kennesaw.edu/resources/withdrawal.php>

Some instructors allow all students in the class more time than they believe is needed for students to complete assignments and/or exams. For example, an instructor gives an assignment they believe should only take two days to complete but allows students three days. Please be aware that if you provide all students in the class with "extended time" or buffer time to complete assignments, legal guidance suggests that it would be discriminatory not to provide the extended time in addition to the time given to all students in the course.

STUDENT'S RESPONSIBILITIES

- Students are expected to meet with each instructor early in the semester to determine reasonable extensions and to establish a specific plan for making up missed work.
- Student will contact the instructor (not SDS) as soon as possible to inform the instructor of the need for a disability-related extension.
- Student will adhere to the agreed upon plan and complete work within the agreed upon alternate timeline.
- SDS will, if necessary, help instructor and student develop a plan for completing make-up work.

INSTRUCTOR'S RESPONSIBILITIES

- Instructor will maintain the essential standards/learning outcomes of the class.
- If the student notifies instructor of a disability-related extension, instructor will return student's voice mail/email as soon as possible and verify the agreed upon alternate timeline for work.
- Instructor will contact the SDS immediately with any questions or concerns.

CONSIDERATIONS WHEN DETERMINING REASONABLE EXTENSION OF ASSIGNMENT DEADLINES

- What is the purpose of the assignment? Is it necessary to have it completed before an exam? Before a discussion?
- What does the syllabus say about deadlines?
- Are students required to actively participate in class discussions/activities?
- How is participation figured into the final grade?
- How are students expected to interact with each other (in class, group work outside of class, via Blackboard/e-mail)?
- Is the material being learned in the class sequential? Does each week's material build on the material learned in the previous week(s)?
- Are there other lab or class sections the student could attend to catch up on missed material?
- Could missed assignments be turned in via discussion board/e-mail?
- Are tests to be taken at a specific time and place, or is there a window when the test can be taken?
- Is it possible for students to "work ahead" in this class?

I understand and agree to adhere to the procedures regarding reasonable extended deadlines for assignments. I understand that it is my responsibility to fulfill the essential requirements for my courses and that I am encouraged to arrange a plan with my instructors regarding reasonable coursework extensions. I am aware that I may contact my Disability Services Provider at any time to aid in the implementation of a plan in collaboration with my instructors.

Student Signature _____

Date _____