



Disability Access and Education

# Extended Due Dates

## Overview:

The Director of Disability Access and Education, DAE, may authorize an Extended Due Date accommodation in cases when a student's chronic disability symptoms are episodic and recur unpredictably, occasionally preventing timely completion of assignments. This accommodation may also be used in instances when acute conditions interrupt the student's ability to complete homework on time for a short period (e.g. COVID, childbirth, unexpected illness requiring medical care, etc.).

Implementation of this accommodation may include an Incomplete grade to allow for a brief extension beyond the last date of the course. In general, this accommodation is not approved solely for conditions with stable, predictable symptoms which should be handled with effective study and time-management strategies.

Accommodation memos will read:

Extended due dates (chronic)  
OR  
Extended due dates (short-term/acute)

## Student Responsibilities

For Extended Due Dates (chronic):

- Plan for the unexpected as much as possible by starting work well in advance.
  - Make your target completion date one or two days prior to the due date so you have a buffer built in if needed.
  - Good time management is especially important if you are working on a project with other people.
  - Procrastination is never an acceptable reason for an accommodation.
  - Use this accommodation *as a last resort*.
- If you have required online forum posts requiring peer feedback, do them immediately.
  - Discuss with the instructor what the expectations are if disability symptoms interfere with meeting due dates for original postings and responses.
  - If you feel these expectations do not take your needs into account, contact the DAE office to negotiate with the professor.
- Contact the instructor BEFORE the due date:
  - Give your instructor as much as advance notice as you possibly can.

- If your assignment is a group project or a class presentation, you must contact the instructor during reasonable working hours so that alternatives can be arranged.
  - Notification after the due date has passed may nullify your options to use the accommodation.
  - If you are unable to contact your instructor because of a severe or emergency situation, either you or a contact person should inform the DAE office as soon as is reasonable so we can help you negotiate new accommodations with the instructor.
  - Suggested phrasing for your memo to your professor:  
“Due to a recurrence of disability symptoms, I am unable to complete <assignment> by the due date. I intend to use my accommodation and will submit the assignment by <date> (within 48 hours of original due date).”
- OR if you need DAE staff to negotiate a lengthier extension
  - Contact DAE as soon as possible to let us know your needs so we can negotiate appropriately on your behalf.
  - Suggested phrasing of your memo to your professor:  
“Due to a severe recurrence of disability symptoms, I am unable to complete <assignment> by the due date. Please consult with the Director of DAE to negotiate a new reasonable due date for completion of this work that allows me sufficient recovery time.”
- If the new due date becomes impossible due to recurrence of symptoms, communicate with the DAE office BEFORE the new due date so we can negotiate an extension with your instructor.
- Remember that without prior communication from you, the professor has the right to refuse to allow you to submit work after the due date or it may be subject to any late policy in the course syllabus.

#### For Extended Due Dates (short-term/acute):

- As soon as you are able, suggest a plan of possible completion dates for work missed in relation to the condition for which accommodations are approved. The accommodation does not include prior missed work unrelated to the current disabling condition.
  - Suggested format:
    - “Proposed completion dates for assignments to be made up:
      - Assignment A: <date – date> (a range of possible dates such as 10/20 – 10/23).
      - Assignment B: <date – date>
      - Assignment C: <date – date> “
- Send your completion proposal to your instructor via email with a cc to the Director.

- The instructor may contact the Director to negotiate any change they think is advisable.

## Professor responsibilities

### For Extended Due Dates (chronic):

- Allow a 48-hour extension on assignments as long as the student has communicated **prior** to the due date.
  - Be willing to negotiate a lengthier extension with DAE staff if requested by the student.
  - The student should not request a longer extension without first consulting DAE staff; extensions are not unlimited.
    - DAE will assess if the student's request is consistent with the purpose of the accommodation.
- If online forums are part of your class, discuss with the Director what your expectations are in the case of unforeseen, disability-related symptoms.
  - It is best to have this discussion **before** a situation arises so we can be proactive instead of reactive.
- The last date to accept student work for the semester/course is listed on the Registrar's Academic Calendar for each program and is absolutely the last possible date for a student to turn in work and for you to post final grades by the Registrar's deadline.
  - If more time is needed, advise the student to request an Incomplete grade by the deadline of the last day of class.
    - Link to form: [Incomplete Grade Request](#)

### For Extended Due Dates (short-term/acute):

- Review the student's proposed completion plan which will be submitted as soon as the student is able to do so.
  - The completion plan should include all work missed in relation to the condition for which accommodations are approved which may include past-due assignments a week or so prior to notification of the accommodation. The plan should not include prior missed work unrelated to the current disabling condition.
  - Contact the Director if you need to negotiate alternatives to the student's proposal.

## Things to keep in mind:

- Accelerated courses cannot tolerate a significant slowing of the pace of the class.
  - Extensions should only be used in case of absolute need and NOT as a matter of course for every assignment.
    - To extend every assignment becomes a substantial alteration of a course which is not considered a reasonable accommodation under the law.

- The student may need to consult with their advisor if this is the right time, place, or program given the current situation.
- Student responsibility to communicate in advance or as soon as possible is absolutely required.
- In general, accommodations are not granted retroactively.
  - However, for an unexpected acute condition, there may be a legitimate reason to allow past-due work as it relates to the specific disabling condition for which the accommodation was approved.
- Student work must be submitted at regular intervals throughout the course.
  - Work cannot be submitted in one lump at the end of the course.
  - If the student, instructor, or Director feel that the use of extended due dates is not fulfilling its intended purpose, the student and director should discuss alternative accommodations or strategies.
- Reasons for an instructor to amend a student's proposed completion plan:
  - It might be best to make up all previous work before moving on to current work. Or it might be best to keep up with current work and fit in prior work as you go. Only the instructor will know the best way to work within that class.
  - There might also be a reason to complete something by a certain time such as to enable group work or to comply with outside deadlines such as licensing approval.
- In short-term/acute cases, the student may be navigating getting caught up in multiple classes while still recovering from the temporary condition. Patience and flexibility are appreciated.

The purpose of accommodations is to remove or reduce an obstacle in the form of a class or institutional practice or policy caused by a student's disability.

Accommodations under the Americans with Disability Act, ADA, are intended to provide **equal access** to the educational service; accommodations are **not** intended to ensure success. The governing body of the Office of Civil Rights, OCR, has made it clear that negotiations regarding implementation of an accommodation should be handled between the instructor and the DAE staff to protect the student's privacy and rights without undue sole influence of an instructor with the power to affect the student's grade.