

Extended Due Dates

Student responsibilities:

- 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.
 - Procrastination is never an acceptable reason for an accommodation.
 - Use this accommodation *as a last resort*.
 - If you have required online forum posts, do them immediately!
 - Discuss with the professor 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 professor BEFORE the due date:
 - In general, contact a professor at least an hour before an online submission deadline or the night before an in-class due date.
 - Notification after the due date has passed may nullify your option to use the accommodation.
 - If you are unable to contact your professor because of a severe or emergency situation, either you or a family member should contact the DAE office as soon as is reasonable so we can help you negotiate new accommodations with the professor.
 - 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 submit this assignment by <date> (within 48 hours of original due date).”
 - OR if you need DAE staff to negotiate a lengthier extension
 - In this case 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 a new due date.
 - Remember that without prior communication from you, the professor has every 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.

Professor responsibilities:

- 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.
- If online forums are part of your class, discuss with the student what your expectations are in the case of unforeseen, disability-related symptoms.
- The last date to accept student work for the semester/course 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.
 - The University has processes for grade reporting that should not be compromised by accepting student work past the last day of semester/course.

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.
 - The student may need to consult with his/her advisor if this is the right time, place, or program given the current situation.
- Student responsibility to communicate in advance is absolutely required.
 - Accommodations are not granted retroactively.
 - On rare occasions an accommodation may stipulate that past-due work needs to be allowed to be completed.
- 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.