

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 in advance so you have a buffer built in if needed.
 - Use this accommodation as a last resort.
 - If you have required online forum posts, do them immediately!
 - Negotiate with the professor what the expectations are if disability symptoms interfere with meeting due dates for original postings and responses.
 - Make sure you and the professor exchange emails detailing the results of your negotiation, cc SSD.
 - Contact the professor BEFORE the due date:
 - In general, contact a professor at least an hour before a midnight deadline or the night (11:59 p.m.) before an in-class due date.
 - For large, semester-long projects, communicate with the professor at least a week before the due date or you may forfeit your extension.
 - Procrastination is never an acceptable reason for an accommodation.
 - Notification after the due date has passed may nullify your option to use the accommodation.
 - Negotiate a new due date with the professor.
 - Three (3) days is the preferred maximum extension.
 - For accelerated courses, an additional 24 hours is reasonable.
 - More time may be negotiated if merited at the instructor's discretion.
 - If the new due date becomes impossible, communicate with the professor in advance.
- Professor responsibilities:
 - Negotiate a new, reasonable due date with the student:
 - Three (3) days is the preferred maximum extension.
 - For accelerated courses, an additional 24 hours is reasonable.
 - More time may be negotiated if merited at your discretion.
 - SSD does not recommend more than a one-week extension for accelerated courses
 - If online forums are part of your class, negotiate with the student what your expectations are in the case of unforeseen, disability-related symptoms.
 - Send an email to the student, cc SSD, outlining the result of your negotiation
 - Where can you give grace?
 - Where do you need to insist on timely participation to ensure student learning?
 - 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 still post final grades by the deadline given by the Registrar's Office.
 - 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.
 - Student work must be submitted at regular intervals throughout the course.
 - Work cannot be submitted in one lump sum at the end of the course without prior arrangement.