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Extension on Assignments Procedure for Students and Faculty

- When a student is approved for assignment extensions, they are permitted a reasonable extension of time on an assignment deadline beyond the course requirements. These extensions are set for students by the faculty of a course for disability-related reasons.
- The Office of Disability Services (ODS) considers 2-4 days after an assignment is due as a reasonable extension for a student with this accommodation; although, as mentioned above, each student's situation should be considered on a case-by-case basis.
- Please note that students who are approved for this accommodation are strongly encouraged to turn in all assignments outlined in the syllabus for the course on time. The student is informed that this accommodation is **ONLY** applicable for the specific disability that the student is registered with ODS.
- Students are also informed that if an assignment cannot be turned in due to a disability related circumstance, they must request an extension on an assignment from their faculty member in advance of the due date. Disability Services recommends that students request extensions 3-5 business days in advance after setting up a plan with their professor at the beginning of the semester.
- In all instances when the student experiences an exacerbation of their condition, they are notified to maintain ongoing, timely communication with their faculty members and ODS as well as to fulfill all objectives associated with their courses. ODS encourages the faculty member to notify ODS when they believe that extensions are not being met, when the student is nearing the threshold of unreasonable, or if/when communication with the student is made regarding a withdrawal from the course or issuing an incomplete.

How to Initiate the Process:

For students who have already completed the Welcome Meeting and have been approved for extensions on assignments, ODS asks that the student proceeds with one of the following options:

Option 1: STUDENT WORKS DIRECTLY WITH PROFESSOR – Speak with your professor to decide what is appropriate for the course. Students and faculty are encouraged to finalize a specific plan in writing via email to disabilityservices@sru.edu. Details on assignment extensions need to be clearly stated in writing. The faculty should be copied the email to ODS, and the plan must be reasonable. If you are unable to come up with a reasonable solution, please contact ODS and refer to option 2.

OR

Option 2: STUDENT SUBMITS REQUEST TO ODS – Students have the option to request that ODS contact their faculty to discuss a plan of action; then the staff will follow up with the student in writing as to what the plan entails. Faculty and students will both be included on the email.

It is very important that you initiate the process at the **beginning of the semester- please do not wait until assignments are already missed**. Until a plan is created, no accommodation is in place and the accommodation will not be retroactive to cover missed coursework.

Both options listed must be completed two weeks after the semester begins; waiting until after this time will result in no accommodation for the semester. If you are having difficulty reaching the faculty, please let ODS know.

Sample Questions for Students and Faculty:

When creating a plan for assignment extensions, consider the following questions as a guide to ensure that you create a detailed plan. When complete, email your plan to disabilityservices@sr.edu and copy your course professor.

1. If the student wants to gain an extension due to a disability related reason, should the student reach out to you or is there a set extension you are willing to consider?
2. Are there any in-class assignments and if so, how can the student gain an extension?
3. What is the best way for the student to communicate to you that they need an extension: in person or by email?

Procedure When There is no Response from Faculty to Student or ODS:

- If the student reaches out to the faculty and there is no response, The student should let ODS know. All the above procedures are still in place and the student should not assume no response means an unlimited number of days is allowed for turning in missed work.
- All assignment extensions should be completed within one week of the missed deadline when there is no response from the faculty.
- If there is a faculty concern about the recommended extension, please let our office know so we can have a discussion with the faculty ASAP.

Expected Communication:

Once a plan is created through option 1 or 2, the student must notify the instructor prior to, or within 24 hours after, the missed class or task (assignment, quiz, etc.).

If you experience a course or professor-related accommodation situation that concerns you, contact ODS as soon as you feel reasonable access is not happening; ODS cannot promise an outcome to your personal satisfaction but does promise to consider all relevant variables to determine reasonable access and accommodations.

This accommodation is not for students who are missing a significant amount of time in a classroom due to disability related concerns, or who miss numerous deadlines and course activities for medical or other reasons. In these situations, students and professors will often need to discuss if it is possible to adequately address missed work and to maintain course pace while meeting the fundamental requirements of the course. ODS can be involved in these discussions as necessary per student or professor request. If a plan was previously established through either option 1 or 2, it may need to be revisited. In some cases, reasonable adjustments may not be possible, and the student's final grade may be impacted should the student choose to stay in the course.