

# Extension of Assignment Accommodation

## Purpose:

This accommodation is determined to students who may require an extension on an assignment due to random and unpredictable disability related flare-up. Due to the fast-paced nature of the quarter system, Student Accessibility Services (SAS) advises all students to try to complete assignments by the original due date. This may not always be feasible though if a disability-related flare-up occurs and an extension can be requested. This accommodation is designed for short-term extensions which can be 1,2, or 3 days. Longer extensions can be given depending on the assignment and the student’s situation.

## Things to Know:

* There may be some assignments where extensions can’t be given. Assignments that are performed by a group typically cannot be extended because it would impact other students.
* This is not a “blanket accommodation”. Students will have to request this accommodation every time an extension is necessary. Students should only be using this accommodation for disability-related reasons which prevent them from completing an assignment on time.
* Accommodations are not retroactive. Students will need to send their written request for accommodation before the assignment is due. The request must be in an electronic format to verify a time stamp.
* Weekend days are included in any extension given.

## Procedures:

1. Students will connect with their instructor at the beginning of the quarter (via in-person or email) and discuss how to best communicate with their instructor when requesting an extension. SAS strongly recommends all requests for extensions on assignments to be sent via email or Canvas messaging.
2. When needed, students can request an extension; the request must be made before the assignment is due. If possible, SAS recommends making the request 24-48 hours before an assignment is due.
3. The instructor will then consider if an assignment can be extended and what the alternative due date is for the student. Below are considerations to take into account when making this decision:

* Is late completion of this assignment putting a student at a disadvantage for the next class session?
* Does the nature of the course rely upon assignments being turned in at a designated time?
* Will the assignment be utilized during the next class session via instruction or class discussion?
* What does the course description and syllabus say regarding assignment deadlines?

1. Once an alternative deadline is agreed upon by the instructor and the student, the student will then submit their assignment in accordance with the alternative deadline.

## Student Tasks:

In order to use the extension of assignments accommodation, it must be stated in your Letter of Accommodation.

1. Request your accommodations as early as possible through your [Accommodate Portal](https://cascadia-accommodate.symplicity.com/).
2. Connect with your instructor at the beginning of the quarter and discuss this accommodation.
3. Contact your instructor in writing via their preferred electronic contact method. (email, Canvas, etc.) with your request if an extension is needed before the assignment is due. Let the instructor know how many additional days you may need to complete the assignment. You are not required to disclose specifics regarding the need for an extension.
4. Please keep in mind, SAS recommends short-term extensions of 1,2, or 3 days due to the fast-paced nature of the quarter system; however, longer extensions can be requested and approved.
5. Contact SAS if there are any concerns regarding this accommodation.

## Faculty Tasks:

1. Review the student’s request for an alternative due date and respond to student’s request in a timely manner (students aren’t required to disclose specifics regarding the need for an extension).
2. Contact SAS if there are concerns about the procedures listed above or if an extension of an assignment could pose a fundamental alteration to course outcomes.
3. Please do not need deny an extension request without first consulting with SAS.

## Contact:

If there are any questions or concerns regarding this accommodation, please contact SAS at 425.352.8261 or by emailing [accessibility@cascadia.edu](mailto:accessibility@cascadia.edu).