

# Extension of Assignment Accommodation

## Purpose:

Accommodation is determined to students who may require an extension on an assignment due to a chronic-health or episodic medical condition, which can cause unpredictable flare-ups.

## Student Responsibilities:

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

1. Accommodations are not retroactive. For example, if you give your Letter of Accommodation to your instructor in week 5, your instructor is not obligated to apply accommodations for weeks 1-4 of the quarter.
2. Ask your instructor for extra time on an assignment as soon as possible, before the deadline has passed.
3. Reasonable extensions are generally between 1 and 3 extra days beyond the original deadline. This includes weekend days.
4. When considering your request, your instructor will assess how much extra time is reasonable depending on the difficulty of the assignment, pace of the class, and the student’s request.
5. If you are unable to submit the assignment by the new deadline that your instructor has communicated to you, your instructor is not required to allow an additional extension for that same assignment.
6. Students must have all of their assignments completed by the end of the quarter.

## Procedures:

1. If needed, students will request an extension for an assignment 24-48 hours before the due date.
2. The instructor will make a determination on how much additional time will be given (1-day minimum, 3-day maximum) for the assignment.
3. After the faculty has determined an extension for an assignment, the student is expected to submit their completed assignment.

## Faculty Responsibilities:

1. Offer a private space to talk with students.
2. Review student’s request for extra time, and respond when a determination has been made.
3. Instructors are not required to allow extensions if the student’s request is made after the deadline has passed. Instructor may choose to make exceptions depending on the circumstances related to the request.

## 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).