

MODIFIED DEADLINE POLICY AGREEMENT

SEMESTER:

COURSE NUMBER & SECTION:

INSTRUCTOR:

INSTRUCTOR EMAIL & OFFICE EXTENSION:

First, please know:

- This agreement is the starting point for implementing the "modified deadline" accommodation within a course.
 - Because every situation is different, this agreement may need further conversation/ review as a semester unfolds and a student experiences unpredictable/sustained episode(s) of illness.
 - This accommodation
 - is NOT an "automatic" extension for every assignment in a course.
 - outlines the deadline modification that can happen when a student has an episode related to their health-needs within 24 hours before an assignment is due;
 - applies to all out-of-class assignments for a course, no matter when the student was first notified of the deadlines and assignment parameters.
 - does have limits; instructors can have "absolute" deadlines, after initial deadline modification, because of needs to verify progress towards course learning goals and/or the assignment's role for later learning in the course
 - can apply to assignments submitted in lieu of a final exam at the end of the semester.
 - Students who are approved for this accommodation cannot:
 - be penalized for the late submission of the work unless the student submits the work after the modified deadline, and there's no indication the continued delay was related to their disability health/condition;
 - be asked to use a "dropped grade" or "free late day" (or similar 'safety net' in class policies) in lieu of offering the extended deadline for an assignment.
 - be asked to "prove" they were ill/experiencing an episode.
 - **Unless our office has otherwise indicated in separate email message, students have 24 hours on either side of the due date to notify the instructor that they are using the accommodation. If the student does not contact the instructor about the using the modified assignment deadline and the work is not submitted, the instructor can count it as a missed assignment.**
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What contact method(s) should the student use to notify you that they will be using a modified deadline for an assignment?

Using the table that follows, and given course goals and other expectations, please indicate how much of an automatic deadline extension a student with this accommodation can receive. *If the same assignment type has different "automatic" deadline extensions because of when it happens in the semester, please specify which assignment (by due date) has which extension.*

Assignment Type	Deadline Extension
1-3 page paper	
4-10 page paper	
Paper longer than 10 pages	
Take-home quiz	
Take-home exam	
Presentation prepared outside of class time	
Homework assignment (beyond reading for class; something they need to submit for a grade)	
Projects (individually completed):	
Other:	

In general, are there any assignments (e.g., a group project completed outside of class) where you believe a modified deadline is not reasonable? (If yes, please provide broad details of the assignment requirements).

How are out-of-class assignments typically submitted in your course (e.g., a paper copy due at class time, a submission to BB/Classroom by start of class time)?

If a student uses this accommodation, is there anything that would need to change about the submission process due to your own on-campus schedule?

Other comments?