**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
  + Can work as an “automatic” extension for every out-of-class, graded, assignment in a course, even if it is on the syllabus/outline/calendar from the start;
  + Is also a deadline modification for when a student has an episode related to their health-needs within 24 hours before a specific assignment is due;
  + 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.
* Students are responsible for:
  + Contacting the instructor within 24 hours of the deadline (on other side) to NOTIFY them that they are using the adjusted deadline. (They do NOT need permission to use this new deadline; that’s what the agreement offers)
    - **If a student does NOT contact the instructor and otherwise misses the deadline, the instructor can count the assignment as missed.**
  + Contacting the Office of Accessibility Services instead of the instructor, if they experience an episode, and asking our office to do outreach on their behalf

1. What contact method(s) should the student use to notify you that they will be using a modified deadline for an assignment?
2. 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: |  |
| Other: |  |
| Other: |  |
| Other: |  |
| Other: |  |

1. In general, are there any assignments where you believe a modified deadline is not reasonable? (If yes, please provide broad details of the assignment requirements).
2. 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)?
3. 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?
4. Other comments?