Reasonable Extension of Assignment Deadline Policy

Policy Statement

Regardless of a disability, all students must meet the essential requirements of courses/programs/degrees, including meeting completion dates for assignments. However, some students have a disability that may impact meeting assignment deadlines, including but not limited to, conditions that are episodic in nature, change and result in problematic symptoms, and require treatment (in some cases hospitalization). For this reason, Adelphi University recognizes that extended time on course assignments may be a reasonable accommodation in certain situations because one’s disability may present challenges with meeting assignment deadlines.

Reason for Policy

The purpose of this policy is to specify the guiding principles and specific procedures associated with students who qualify for an accommodation of reasonable extension of assignment deadlines based on a diagnosed disability.

Who is Governed by This Policy

Students registered with the Student Access Office (SAO) who have been approved for an accommodation of Reasonable Extension of Assignment Deadline based on a diagnosed disability.

Policy

Through its established procedures, the Student Access Office will consider extended time to submit assignments as an accommodation, on a case by case basis, and upon notification from the student; SAO will collaborate with faculty as needed. This accommodations does not correct poor time management skills or decision-making unrelated to a student’s disability. Note that students must factor in the reality of their own personal situation and use time effectively to complete assignments. Students are expected and encouraged to meet deadlines for assignments and tests. Faculty has the right to establish late work policies. However, if a student has a disability with random or cyclical acute episodes, the accommodation allows for flexibility in assignment
deadlines. The number of days given for each assignment extension depends on the number of days the student was unable to work on the assignment due to exacerbating symptoms related to the diagnosed disability. Please note that documentation of impairment and limited functionality from the treating licensed professional must be provided and the length of time cannot be in excess of what would be considered as compromising the integrity of the course/program.

Please note that unexpected illness or injury, a recent diagnosis, onset, or change in condition rarely warrants accommodations in assignment deadlines. Rather, these conditions often warrant a withdrawal. See Adelphi University Medical Leave of Absence (Medical Withdrawal).

Definitions

This policy does not have definitions associated with it at this time. Upon periodic policy review, this area will be evaluated to determine if additional information is needed to supplement the policy.

Procedures

Student Responsibilities

- Submit a Petition for Reasonable Accommodations form to the Student Access Office requesting extended time on assignments.
- Provide the documentation to support the disability related need for extended time on assignments.
- Engage in an interactive process with the Student Access Office. As a part of that process, it may be necessary to discuss different types of assignments individually as reasonable extensions may differ by assignment.
- Student Access Office requires students to present the Letter of Accommodation (LOA) to the instructor and initiate a conversation upon receiving approval for an accommodation of reasonable assignment extensions.
- Assignment deadline adjustments must be arranged with the instructor and the Student Access Office consistent with the approved accommodation. Assignments cannot be submitted whenever desired.
- Student must provide documentation from the licensed treating professional indicating the specific number of hours/days the student experienced limited functioning due to exacerbating symptoms as a result of the diagnosed disability.
Assignments cannot be turned in after the semester concludes and grades are posted (whichever comes first).

Accommodations are not meant to be retroactive. Missed assignments that occur prior to the instructor receiving the accommodation letter are not covered under the accommodation process. The Student Access Office recommends that those missed assignments be handled in accordance with the course assignment policy.

SAO Responsibilities

Upon request by the student through the Petition for Reasonable Accommodations and interactive process with the student, SAO will determine if the accommodation of extended time on assignments is an approved academic adjustment and will consider the following when making the determination:

- The nature and extent of the student’s disability.
- How the student is impacted by the disability.
- The individual needs of the student, educational functional limitations and circumstances surrounding the request.
- Any information provided by the student recommending that they receive extended time on assignments.
- Relevant information in the student’s college record.
- Additional documentation that the student provides.
- The average time all students are expected to spend on assignments relative to the applicable deadlines and if the requesting student’s disability necessitates an extension beyond these deadlines.
- If this accommodation would be a fundamental alteration of the course.

Faculty Responsibilities

When listed on the accommodation letter, course instructors are asked to determine whether an assignment falls into one of two categories:

- Category 1: An assignment was not listed on the syllabus initially and is given to students with one week or less to complete and/or
- Category 2: The assignment deadline is listed on the syllabus but students do not get the necessary information from the instructor to complete it until there is one week or less to the deadline.

Other considerations when determining reasonable extension of assignment deadline (faculty will be responsible for participating in this interactive process with the Student Access Office):
What is the purpose of the assignment? Is it necessary to have it completed before an exam? Before a class discussion?

What does the course syllabus say about deadlines?

Are students required to actively participate in class discussions/activities?

How is participation figured into the final grade?

How are students expected to interact with each other (in-class, group work outside of class, Moodle, email)?

Is the material being learned in the class sequential? Does each week’s material build on the material learned in the previous week(s)?

Are there other lab or class sections the student could attend to catch up on missed material?

What policies exist for making up missed exams, pop quizzes? Turning in late work?

Does the class use Moodle?

Could missed assignments be turned in through a discussion board or email?

Are tests to be taken at a specific time and place, or is there a window when the test can be taken?

Is it possible for students to “work ahead” in the class?

Forms

Reasonable Assignment Extension Request Form (link to form not yet developed)

Related Information

Medical Leave of Absence (Medical Withdrawal)


Policy Owner

Required - Provide the following information for the primary owner of this policy.

Name: Rosemary Garabedian
Title: Director
Office: Student Access Office
Phone Number: 877-3145
Email: garabedian@adelphi.edu
Secondary Contacts

Required - Provide the following information for any individuals, in addition to the policy owner, who can answer questions about this policy.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Flatley</td>
<td>516-877-3545</td>
<td><a href="mailto:bflatley@adelphi.edu">bflatley@adelphi.edu</a></td>
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<tr>
<td>Assistant Director, Student</td>
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<tr>
<td>Access Office</td>
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<tr>
<td>Carol Lucas</td>
<td>516-877-3154</td>
<td><a href="mailto:clucas@adelphi.edu">clucas@adelphi.edu</a></td>
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<tr>
<td>Director of Counseling and</td>
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<td>Support Services</td>
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Document History

Required - This section must contain the following dates or placeholders for future dates.

- Last Reviewed Date:
- Last Revised Date:
- Policy Origination Date:

Who Approved This Policy

This section should include the name and title of each Policy Approver.

Tags

Provide relevant keywords to this policy pertaining to the audience, topic, and/or owner.

Additional Information for Policy Library

Required - Who Should Have Access to This Policy?

Should this policy be publicly accessible, or should access be locked down to one or more of the following internal audiences?

- The entire internal community (anyone with an Adelphi account can view)
- Students
- Faculty
- Staff and Administration
- Other (please specify)