



COMMONWEALTH UNIVERSITY OF PA

## University Disability Services

### Consideration for Extended Time for Assignments Procedure

At Bloomsburg University, we are committed to providing reasonable accommodations for students with documented disabilities. The University Disability Services (UDS) office reviews every request with great caution and we approve accommodations only when there is a clear documented rationale for their need. An accommodation that can be considered for a student through UDS is *extended time for assignments*.

#### Consideration for Extended Time for Assignments

When a student is approved for the *extended time for assignments* accommodation, this means that a student is permitted a reasonable amount of additional time beyond the assignment requirements that are set for students in a particular course. The Office of Civil Rights and the Department of Justice require us to consider these requests on a case-by-case and course-by-course basis. In approving a request for extended time for assignments, we want to ensure clear communication between faculty, students and UDS about the limits of that consideration and about how to proceed when extensions approach the threshold of unreasonable.

Please note that students who are approved for the extended time on assignments accommodation are strongly encouraged to turn in work on a regular basis. The students are informed that this accommodation is ONLY applicable for the specific disability that the students are registered for with UDS. They are also informed that if an assignment is missed due to a disability related circumstance, they must email the faculty member as soon as physically possible to notify them of the need for an extension. Depending on the disability this should be done in advance of the due date. For other disabilities, this is not possible. Faculty are encouraged to reach out to the UDS Director about specific cases to see if advanced notice is a reasonable expectation given a particular student. In all instances when the student experiences an exacerbation of their condition, they are told to maintain ongoing, timely communication with their faculty members and UDS as well as to fulfill all objectives associated with their courses.

UDS encourages the faculty member to notify UDS when he/she believes that extensions are nearing the threshold of unreasonable or if/when communication with the student is made regarding a withdrawal from the course or issuing an incomplete.

#### Consideration for Extended Time on Assignments Agreement

In order to enhance communication between students, faculty and UDS, we have created a *Consideration for Extended Time on Assignments Agreement Form*. Our intention with this

agreement is to help guide conversations regarding extensions and the parameters that are agreed upon by all parties; the student, faculty and UDS. All questions or concerns regarding the extended time for assignments accommodation, agreement, or process, should be directed to the Director University Disability Services.

### **Consideration for Extended Time on Assignments Agreement Form**

The *Consideration for Extended Time on Assignments Agreement Form* (**page 3 of this document**) is designed to provide faculty and students a framework for developing parameters and a contingency plan for *extended time on assignments* as a reasonable accommodation as verified by University Disability Services. The purpose of this form is to facilitate discussions about how to apply this accommodation to a given course by balancing the student's need for a consideration for extensions as a reasonable accommodation and maintaining the academic integrity of the course.

*Please note that students are not required to disclose their specific diagnosis to faculty. However, the typical frequency, manner and duration of the impact of their disability are important factors in determining appropriate consideration for extensions. UDS encourages faculty to seek guidance from the Director.*

## Consideration for Extended Time on Assignments Agreement Form

If the student has an approved accommodation for *extended time on assignments*, the following questions may apply to the discussion between professor and student. This is not an exhaustive list and students and faculty should discuss any additional questions or concerns with one another and document them on this form or attach to this form for UDS review.

Course Name		
# of assignments outlined in the syllabus		
Are there any specific dates planned for doctor's appointments that can be shared now?		
When the student identifies an unpredicted or unplanned need for an extension on an assignment, how should the student communicate that need to the professor?		
Keeping the objectives for in-class assignments in mind, if an in-class assignment is missed, are there options for missed material/objectives to be made up?		
Consideration for extended time for assignments does not automatically allow for extended time on tests/quizzes/exams. Does this student also have the accommodation for extended time on testing? How much extended time?		
Are there options to meet with the professor regarding assignment progress and extensions?		
<p>By signing this agreement, the faculty member and student agree to the terms noted above. In addition, the student agrees to provide a copy of this signed form to University Disability Services for review and to maintain in the student's file. Both parties also agree that if either the student or faculty member believe that the outcome of this discussion is unfavorable or leaves unanswered questions, that the student will contact the Director of University Disability Services to support a discussion to attempt reconciliation of any discontinuity.</p>		
Faculty Printed Name		
Faculty Signature		Date
Student Printed Name		
Student Signature		Date
UDS Printed Name		
UDS Signature		Date