

## **Office of Accessibility Services**

*Instructors who have questions about how to best incorporate this accommodation into a class are directed to contact with the Office of Accessibility Services (OAS) before making a final decision. Faculty should not grant time beyond the extended time as outlined in the letter without contacting the OAS.*

### **Extended Time on Assignments**

Many students registered with OAS are approved for "extended time on assignments" as an academic accommodation. The following provides an overview of this accommodation.

#### **What is this accommodation used for?**

The core intent of this accommodation is to help students compensate for the extra time they lose due to their disability while completing scheduled academic tasks. For example, a student with a visual impairment may take longer to complete an assignment simply because using screen reading technology to access written materials is slower than reading with normal eyesight. Granting extra time on assignments in this case ensures that the student is not unfairly penalized for having to use alternate means to access written materials and complete their work.

#### **What should students know about the reasonable accommodation of extended time?**

In general, assignments with more than one week to complete can be done successfully with proper management and planning.

Unexpected illness or injury, recent diagnosis, onset or change in condition may warrant a withdrawal or incomplete from a course. In those cases, the school process should be followed.

Students must factor in the reality of their own personal situation and use time effectively to complete assignments. Heavy course loads, outside employment, or other family commitments are not considered when determining reasonable accommodations.

Reasonable accommodations cannot fundamentally alter the academic integrity or objectives of a college course or program. Reasonable accommodation should allow for equal access and do not guarantee student success. Students are still responsible for meeting course requirements.

## **Who receives this accommodation?**

Students with disabilities dealing with a wide variety of impairments may be approved for this accommodation. Here are some examples:

- students with compromised reading abilities (e.g., slow processing speed or dyslexic impairments) arising from a learning disability
- students dealing with fluctuating and unpredictable periods of ill-health associated with mental health disabilities or chronic illnesses, such as Crohn's Disease
- students with attention impairments who find it difficult to focus and concentrate for sustained periods of time
- students who need frequent rest periods or who can work only for short periods of time, such as those with recent concussions or other brain injuries
- students with reduced or limited stamina who have difficulty sitting, reading, writing/typing for extended periods due to physical disabilities or injuries
- students who rely on adaptive technology (e.g., screen readers or speech-to-text software) to read and/or write

Extra time on assignments as an accommodation does not mean:

- open ended deadlines
- elimination of all in-course deadlines or permission to submit interval-scheduled work all at the same at the end of the course
- permission to submit assignments at the student's convenience
- automatic re-weighting of grades to compensate for assignments not submitted
- submitting assignments after answers have been posted or other students have received feedback on their work
- unless granted due to disability related to medical/physical flare-ups, extended time does not apply to discussion board posts
- extended time does not apply to final week assignments. All final week assignments are due when the syllabus states.

## **Additional Guidelines for Extended Time on Assignments**

### STUDENT'S RESPONSIBILITIES

- Student provides appropriate documentation of a disability to the OAS.
- Student discusses impact of his/her disability with the Director of the OAS. The documentation should support the impact statements.
- Student will adhere to the agreed upon plan and complete work within the agreed upon alternate timeline.
- Student will contact OAS immediately with any questions or concerns.

## CONSIDERATIONS WHEN DETERMINING REASONABLE EXTENSION OF ASSIGNMENT DEADLINES

- What is the purpose of the assignment?
- Is it necessary to have it completed before an exam? Before a discussion?
- What does the 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 group work, discussion board posts?)
- Is the material being learned in the class sequential?
- Does each week's material build on the material learned in the previous week(s)?
- What policies exist for making up missed exams? Turning in late work?
- Is it possible for students to "work ahead" in this class?

If you have questions or concerns, please contact Sarah Ellis, Director of Accessibility Services at [scellis@charteroak.edu](mailto:scellis@charteroak.edu) or 860-515-3846.