**EXTENSION OF ASSIGNMENT DUE DATES**

**Description:** All students are responsible for fulfilling the essential requirements of their courses, including timely submission of assignments. However, there are times when assignment due dates can pose a barrier to some students with episodic disabilities. Therefore, it is important for the instructor, student, and accessibility counselor to engage in a collaborative process to determine the *possibility* of modifying assignment due dates.

**Students:** As with all accommodations, we encourage you to share your *Determination of Accommodations* letter with your instructors at the beginning of each semester.

1. Review your course syllabus as soon as you have access to it.

2. If you believe you might need to use this accommodation during the term, email your instructor right away and copy your accessibility counselor.

3. Maintain communication with your instructor and accessibility counselor regarding assignment progress.

4. Continue to email your instructor and accessibility counselor regarding any future assignment extensions.



**1. Review your course syllabus as soon as you have access to it.** Some instructors will upload their syllabus to Blackboard before the course begins, while others make it available at the beginning of the course. Please look over each syllabus to anticipate a potential use of this accommodation should you experience a flare-up of your disability.

**2. If you believe you might need to use this accommodation during the term, email your instructor right away and copy your accessibility counselor.** As soon as you believe you will need to use this accommodation due to an exacerbation of your disability, email your instructor and accessibility counselor. The instructor will then consider your request as part of the collaborative process and work with you and your accessibility counselor.

**3. Maintain communication with your instructor and accessibility counselor regarding assignment progress.** If you should continue to experience difficulties submitting the assignment by the extended deadline, please email your instructor and copy your accessibility counselor immediately to determine the best course of action.

**4. Continue to email your instructor and accessibility counselor regarding any future assignment extensions.** If your instructor agrees to future assignment extensions, maintain communication with them and your accessibility counselor throughout the term if you need to use this accommodation again.