**Effective Fall 2023** the use of this accommodation will require the submission of the [Extended Assignment Form](#). The form will be initiated by the student each time a disability-related need for an extension occurs. AEC will review the request; if approved the form will be routed to faculty for confirmation.

This guide is a tool for facilitating communication between faculty and students prescribed the accommodation of “Extended Assignment.” As with all accommodations, “Extended Assignment” supports curriculum requirements; meaning, the accommodation, could affect and be implemented differently for each course. This guide will assist in the understanding of the shared responsibility in effectively executing the accommodation in a timely manner.

**Eligibility and Use of Disability Related Assignment Extensions**

Students prescribed the accommodation of “Extended Assignment” have disabilities that are episodic and/or unpredictable in nature. The accommodation:

- Is intended for students unable to meet the due date(s) of independent, non-group assignments or online discussion board posts.
- Is for coursework assigned to be completed with 10 business days or less.
- Is only to be utilized for disability-related limitations; it does not apply to coursework extensions unrelated to student’s disability (e.g., common illness, car trouble, etc.) Such extensions should be addressed according to the syllabus. The student is responsible for following the faculty’s syllabus regarding missed assignment deadlines due to non-disability related issues.

**Faculty & Student Responsibility**

- **Student** must request accommodation via MyAEC in order to generate a Faculty Notification Letter before the assignment due date is missed.
- **NEW:** Student will initiate the [Extended Assignment Accommodation Form](#) each time a coursework extension is needed due to disability-related before the missed deadline, or as soon as possible and/or practicable.
- **Faculty:** Meet with the student at the start of term to discuss course requirements. If accommodation is determined as unreasonable, provide clearly articulated reason(s).
- **NEW:** Faculty will review the [Extended Assignment Accommodation Form](#). If information provided is in alignment with previously discussed guidelines, Faculty will approve form or require a follow up meeting with the student to make appropriate arrangements.

The answers to the questions below allow faculty and students to have a clear understanding if the full extension is reasonable for any of the assignments. However, if specific curriculum requirements cannot support the specified extension time frame, faculty and student must determine if a time frame exist that will support the curriculum. If at any point the faculty and/or the student have any questions or concerns about the process and/or the provision of this accommodation, the AEC should be contacted immediately to address and resolve them.
Faculty: The Assignment Extension states a number of days prescribed.

⇒ Consider the following when determining if the extension of days prescribed are reasonable & appropriate given the nature of each assignment. It is important to answer the following questions for each assignment:

- Are assignments independently completed, i.e. non-group?
- Do assignments depend on completion of a previous assignment which impacts the next assignment?
- Will solutions be posted? If so, how soon after the assignment is submitted?
- How much time is there between assignments?
- Are assignments used as class content (e.g., problem sets due, peer previews) reviewed after submission during lecture?

Faculty/Student: Discuss how assignment(s) will be submitted: Canvas upload, email, etc.

⇒ Selected submission method will apply for due dates even if the extended date falls on a weekend.
⇒ All work must be completed by the last day before grades are due.
⇒ If assignment(s) are turned in late, after the coursework extension time frame, the assignment will be subject to grading as a late assignment.