

REASONABLE EXTENDED DEADLINES

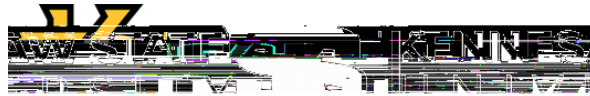
Regardless of disability, students are expected to fulfill the essential requirements of courses, including meeting completion dates for assignments. However, if a student has a disability that may occasionally impact their ability to complete assignments at the scheduled time, flexibility in assignment deadlines is considered an appropriate accommodation.

Hopefully, a student's disability will not interfere with timely completion of assignments; however, if the student has a disability with random or cyclical acute episodes, the accommodation allows for flexibility in assignment deadlines and make-up work. The number of days given for each assignment extension depends on the interactive or participatory nature of a course, or is based on department, college, or accrediting agency rules.

If special consideration in meeting deadlines is needed, students need to work with the instructor to determine the maximum extension that can be given before compromising the integrity of the course/program. SDS will address student/instructor questions and concerns regarding accommodations on a case-by-case basis upon request.

Please note the following:

- Unexpected illness or injury, a recent diagnosis, onset, or change in condition rarely warrants accommodations in assignment deadlines. Rather, these conditions may warrant a withdrawal. See KSU's Administrative Emergency Withdrawal policies at <https://deanofstudents.kennesaw.edu/resources/withdrawal.php>
- Additionally, the accommodation is not intended to cover the following:
 - unlimited acceptance of late work
 - retroactive requests
 - personal organization, and time management difficulties
- Some instructors allow all students in the class more time than they believe is needed for students to complete assignments. For example, an instructor gives an assignment they believe should only take two days to complete but allows students three days. Please be aware that if you provide all students in the class with "extended time" or buffer time to complete assignments, legal guidance suggests that it would be discriminatory not to provide the extended time in addition to the time given to all students in the course.
- Instructors should never unilaterally deny a student's eligible accommodation. Instructors should be prepared to provide a rationale if they determine, in consultation with SDS



STUDENT RESPONSIBILITIES

- Submit the Faculty Notification Letter and meet with each instructor early in the semester to determine how reasonable extensions may be applied for the course.
- Contact the instructor in writing (email) as soon as possible to request a disability-related extension.
- Keep a written record (copy of email communications) that outlines the specific agreement with the instructor.
- Adhere to the agreed upon plan. If student fails to meet agreed upon deadline extension, the professor's grading policy on late work will apply.

INSTRUCTOR RESPONSIBILITIES

1. Consider adjustments to assignment deadlines or the class policy on accepting late work that do not result in fundamental alterations to the course design or essential components. The Department of Education's Office for Civil Rights (OCR) provided the following guidelines for class