



Accommodation Agreement Disability-related Deadline Modifications

This agreement pertains to arrangements made for students who have been approved by OSAS for the Deadline Modification accommodation, and provided their Letter of Accommodation to the instructor.

In order to ensure the student, instructor and OSAS share a clear understanding of the Deadline Modification accommodation in this course for this term, OSAS strongly encourages students and instructors respond to the following points, documenting agreements in writing, and sharing the results with each other, and with OSAS (if preferred).

- * Please contact OSAS with any questions and for consultation or mediation through this agreement.
- * **Please review the OSAS website ([student](#) and [faculty](#) pages) regarding the deadline modification** accommodation for in-depth descriptions and guidance helpful for completing this agreement.

Please print the following:

Student Name:	Instructor Name:
Course/Section:	Term:

1. **(Instructor)** I have reviewed the OSAS website for guidelines for determining whether deadlines are a fundamental aspect of this course, and if so, how. Based on this, modified deadlines for disability-related reasons are a reasonable accommodations in this course. **Note: if the instructor determines this accommodation to be a significant alteration of the fundamental requirements of the course, please contact the student’s OSAS Specialist to review the assessment before finalizing with the student.**

Instructor signature:

2. **Please state the agreed-upon number of days allowed for each deadline extension.** Generally a baseline is considered 1-3 days. Be as specific as possible; please avoid vague phrases such as “flexible” or “open” or “to be determined” which may cause future concern or confusion.
3. **How and when will the student notify the instructor of a disability-related deadline modification?** Depending on the nature of the student’s disability, it is reasonable for the

student to notify the instructor of a disability-related extension either before or on the day of the missed class session, but in a timely, “as soon as possible” manner. Accommodations are not retroactive, and unless for extreme circumstances, extensions should not be requested after the deadline has passed.

4. **Is there an alternative to the missed assignment?** If so, please specify the agreed-upon alternative.

5. **What is the process for turning in short-term homework/assignments/projects, without penalty, that was granted a disability-related extension?** (Generally not intended for extensions on long-term assignments.)

6. **What, if any, critical assignments or class dates exist that, to request an extension, would have a significant impact on the nature of the assignment or course?** (e.g. group presentation), or for which participation, learning or assignments cannot be made-up (e.g. guest speaker)?

Key Reminders (student and instructor: please initial by each):

Student	Instructor	Agreement Statement
		The student is responsible for providing the OSAS Accommodation Letter as early in the semester as possible.
		The student <i>will not</i> be required to present additional medical verification substantiating their disability-related extensions.
		The nature of this accommodation is for occasional disability-related extensions. If requests for extensions become frequent or routine, the faculty, student and OSAS will need to revisit the appropriate accommodation.
		Both student and instructor understand that accommodations are not retroactive; instructors are not obligated to adjust previous penalties for missed deadlines.
		If the number of extensions exceeds what is agreed upon in this document, the student’s grade will be impacted in a way equal to other students in the course.

- * **Student signature:**

- * **Instructor signature:**

- * **Date of agreement:**