

REASONABLE CONSIDERATION REQUEST POSSIBLE EXTENSIONS

REASONABLE CONSIDERATION REQUESTS:

- **Please note that Reasonable Consideration Requests are only valid if you received a notification from a Student Accessibility and Achievement-affiliated email.**
- Reasonable Consideration Requests are valid for 1 semester only. Each semester, students will submit a new Reasonable Consideration Request by contacting Student Accessibility and Achievement.
- Reasonable Consideration Requests must be requested before the final exam sign-up deadline, which is posted on the Student Accessibility and Achievement website. If a letter is needed after this date, the request will be evaluated by an advisor on a case-by-case basis.

STUDENT EXPECTATIONS

- Provision of extensions are not automatic and cannot be guaranteed. This is a discussion that students are expected to engage in with their professor. Extensions may not always be possible and/or appropriate for group work, assignments with posted solutions, assignments with hard deadlines, and in other situations.
- Students should schedule an appointment and meet with the instructor to have a conversation about flexible assignment deadlines within **two weeks** of the Reasonable Consideration Request being sent.
- During the meeting, the student should clearly express their needs as they will guide the specific terms of the agreement. To assist in this process, an optional Reasonable Consideration Agreement template is included with these guidelines.
- Some students may experience disability-related barriers that interfere with their ability to consistently meet deadlines. The student is responsible for notifying the instructor in advance of the assignment deadline of their need to utilize this consideration for an extension for a particular assignment.
- If an extension is granted, the length of the extension must be agreed upon with the instructor. A suitable alternate due date will be discussed as soon as possible. Any work unfinished by the last day of classes may require a deferral of term work, unless the instructor deems otherwise. Students are required to meet all the course core learning objectives and curricular outcomes.

PROFESSOR RECOMMENDATIONS

- Certain medical conditions can present as acute and unpredictable in nature and can impact a student's ability to meet every assignment deadline, while other conditions may impact the speed at which a student conducts their work in order to complete a given assignment.
- As in all instances of students registered with Student Accessibility and Achievement, they are not required to disclose their diagnosis outside of their registration at Student Accessibility and Achievement. If the student does disclose information regarding their disability, instructors must treat this information as strictly confidential.
- Instructors should be available to discuss the consideration with the student, and they should be clear about their expectations for extensions in completing the Reasonable Consideration Agreement with the student.
- While there is no set formula, the amount of time granted for each extension needs to take into account the stated expectations of the assignments and the course.
 - o For example, in courses where lab assignments are due every second Wednesday, it might be reasonable upon request to permit a student with a disability until Friday to submit their assignment. This short extension takes into account the task expectations associated with the original deadline and the approximate amount of time the student needs to make up for time lost due to barriers arising from their disability. At the same time, the agreement helps to ensure the student remains on track with the course content and receives the feedback they need to progress.
 - o For larger projects like a term paper, an additional week might be a reasonable extension, again depending on the expectations associated with the task and the stated timelines of the course.

Possible extensions

Student name:	
Course:	
Instructor:	
Date:	

Procedures:

Procedure to notify instructor in the event that an extension is needed (e.g., advance notice for each assignment, or all written assignments get automatic 2-day extension).

--

Type of Assignments: If the amount of flexibility will vary depending on the type of assignment, please list the assignment type and flexibility per type below if applicable. This flexibility should only apply in the event that an extension is needed and is requested following procedure listed above.

Types of assignments to consider: Daily homework, on-line discussion, class presentation, project, response/reaction paper, research paper, group project, take home exam.

Assignment type (e.g. class presentation)	Flexibility (# days beyond due date)

Procedure for turning in assignment(s):

Procedure for student to follow to hand in assignment. (e.g., email, MyCourses)

--

It is recommended to sign and keep copies of this agreement to show that both parties agree to the terms and agree to follow the roles and responsibilities as outlined in the Reasonable Consideration Request guidelines.

Student Name	Student signature	Date

Instructor Name	Instructor signature	Date