

**Title:** Extended Time on Assignments

**Effective Date:** 3/20/2024

**Applies to:** All Students Enrolled at <sup>HF</sup>CDHP with Extended Time on Assignments as an Approved Accommodation

**Statement:** Some disabilities impact a student’s ability to complete assignments. In cases such as these, flexibility in assignment due dates may be considered an appropriate accommodation. The student must request this accommodation through <sup>HF</sup>CDHP. All accommodation requests are considered on an individual basis.

**Purpose:** To establish a <sup>HF</sup>CDHP-approved agreement between the student and faculty to clarify expectations regarding extension of assignment due dates.

**Related Information:** Provision of Academic Accommodation(s) Policy, Faculty Guidelines for Extended Time on Assignments

**Procedure Steps:**

	Action	Responsible for Implementing
1.	Once <sup>HF</sup> CDHP’s Associate Director, Director, or Disability Specialist (i.e., designated counselor) approves a student for extended time on assignments, <sup>HF</sup> CDHP will notify the designated College Accommodation Liaison (CAL) by emailing the student’s accommodation memorandum which lists the accommodations for which the student is eligible.	<sup>HF</sup> CDHP Staff
2.	The student’s designated counselor will complete the types of assignments and environment sections, electronically sign, and date the Extended Assignment Deadlines Agreement, which will be forwarded to the designated <sup>HF</sup> CDHP staff member for processing.	<sup>HF</sup> CDHP Counselor/ <sup>HF</sup> CDHP Staff (Office Coordinator/ Admin. Asst. I)
3.	The designated <sup>HF</sup> CDHP staff member will send the Extension of Assignment Deadlines Agreement to the student through DocuSign to complete the top portion, electronically sign, and date the agreement.	<sup>HF</sup> CDHP Staff (Office Coordinator/Admin. Asst. I)
4.	The student must check the box that they have read and agree to six stated responsibilities, which include: <ul style="list-style-type: none"> <li>It is the student’s responsibility to participate in the discussion of extension of assignment deadlines with <sup>HF</sup>CDHP and their instructor and submit the signed agreement to <sup>HF</sup>CDHP within five (5) business days, after the first class</li> </ul>	Student

	<p>session or following the determination of eligibility for the accommodation. Exceptions will be handled on a case-by-case basis.</p> <ul style="list-style-type: none"> <li>• It is the students responsibility to ensure that the form is filled out completely and correctly. The lack of any pertinent information may impact <sup>HF</sup>CDHP's ability to ensure the provision of accommodation.</li> <li>• The student attests that they understand that extension of assignments pertains only to the type of assignments approved by <sup>HF</sup>CDHP.</li> <li>• It is the student's responsibility to adhere to, and complete work within the agreed upon alternate timeframe.</li> <li>• The student attests that eligibility for extension of assignment deadlines does not guarantee due date extensions for all assignments, given that such extensions may fundamentally alter a course's essential requirements.</li> <li>• The student authorizes <sup>HF</sup>CDHP to release information related to their accommodation for coordination of extension of assignment deadlines. Such persons may include faculty, department staff, and <sup>HF</sup>CDHP staff.</li> </ul>	
5.	<sup>HF</sup> CDHP will not move forward with processing the request until the student's signed agreement is received.	<sup>HF</sup> CDHP Staff
6.	<p>The designated <sup>HF</sup>CDHP staff member will email the CAL a notification requesting the student's course numbers and faculty names as follows:</p> <p>Dear [Insert Name of CAL]:</p> <p>I am emailing you on behalf of <sup>HF</sup>CDHP, regarding [Insert Name of Student] who has an approved academic accommodation for Extended Assignment Deadlines. Please email the names and course numbers for all applicable faculty members that <sup>HF</sup>CDHP will need to connect with to <a href="mailto:disabilityaccommodations@westernu.edu">disabilityaccommodations@westernu.edu</a> so that we can send them the guidelines and agreement form. Please let me know if you have any questions.</p> <p>Kind regards,</p>	<sup>HF</sup> CDHP Staff (Office Coordinator/Admin. Asst. I)
7.	The designated <sup>HF</sup> CDHP staff member will follow up via email regarding course numbers and faculty information at the following intervals:	<sup>HF</sup> CDHP Staff (Office Coordinator)

	<ul style="list-style-type: none"> <li>• Email CAL within 2 business days if course and faculty information has not been received.</li> <li>• Email/phone call to Vice/Associate Dean within 3 business days if course and faculty information has not been received.</li> <li>• If no response is received at 4 business days, the designated <sup>HF</sup>CDHP staff member will advise the student's counselor who will email/phone the Dean.</li> </ul>	
<b>8.</b>	Upon receipt of course numbers and faculty information and the agreement signed by the student, the designated <sup>HF</sup> CDHP staff member will contact faculty via DocuSign and send the designated email template, Extension of Assignment Deadlines Agreement, and Faculty Guidelines to them to complete the agreement. Faculty will be advised that any questions should be directed to <sup>HF</sup> CDHP (909)469-5441 or <a href="mailto:disabilityaccommodations@westernu.edu">disabilityaccommodations@westernu.edu</a> . Faculty should complete and submit the agreement to <sup>HF</sup> CDHP within 3 business days.	<sup>HF</sup> CDHP Staff (Office Coordinator/Admin. Asst. I)
<b>9.</b>	Once <sup>HF</sup> CDHP receives the faculty-completed agreement, the student's assigned counselor will review it to ensure reasonable accommodation is met and forward it to the designated <sup>HF</sup> CDHP staff member to send it to the student through DocuSign to initial.	<sup>HF</sup> CDHP Staff (Office Coordinator/Admin. Asst. I)
<b>10.</b>	Should the student have concerns or questions regarding the faculty/ <sup>HF</sup> CDHP-completed agreement, <sup>HF</sup> CDHP will resolve these issues through an interactive discussion between the parties (i.e., faculty, student, <sup>HF</sup> CDHP counselor).	<sup>HF</sup> CDHP Counselor
<b>11.</b>	Once finalized or the student does not raise concerns, it will be considered active in three (3) business days. Faculty are not expected to provide retroactive accommodation.	Faculty
<b>12.</b>	Students are responsible for completing course work by the extended date and should be held to the same standard as all other students for work submitted late (after extended due date).	Student
<b>13.</b>	<sup>HF</sup> CDHP will maintain a copy of the finalized agreement in the student's file.	<sup>HF</sup> CDHP Staff (Office Coordinator/Admin. Asst. I)

14.	If the accommodation is approved through the duration the of program, the designated <sup>HF</sup> CDHP staff member will email the CAL one month before the start of each term.	<sup>HF</sup> CDHP Staff (Office Coordinator/Admin. Asst. I)
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**Definitions/Acronyms:**

ADA – Americans with Disabilities Act of 1990

ADAAA – Americans with Disabilities Act Amendments Act of 2008

<sup>HF</sup>CDHP – Harris Family Center for Disability and Health Policy

WesternU – Western University of Health Sciences

**Regulatory Information:** Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; ADA Amendments Act of 2008, and California and Oregon state law

**References, if applicable:**

**Related Policy:** Provision of Accommodation(s), Faculty Guidelines for Extended Time on Assignments

**Related Links:** [<sup>HF</sup>CDHP Webpage](#), [Provision of Accommodation\(s\) Policy](#)

**Related Forms:** Extension of Assignment Deadlines Agreement

**Responsible Department:** Harris Family Center for Disability and Health Policy (<sup>HF</sup>CDHP)

**Contact:** Marcelle Daniels, Director of <sup>HF</sup>CDHP

**Email:** [disabilityaccommodations@westernu.edu](mailto:disabilityaccommodations@westernu.edu)

**Policy reviewed by: (check all that apply)**

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