

San Bernardino Valley College

Student Accessibility Services (SAS)

Accommodation: Extended Time on a Course Assignment

POLICY

The purpose of this accommodation is to suggest that extended time on a course assignment may be a reasonable accommodation in certain situations because a student's medical or clinical situation poses challenges to completing an assignment with a short notice deadline (i.e., an assignment with a due date of less than 1 week). Assignments with longer due dates are considered a time management issue and not a disability-related issue. For a short notice assignment extension specifically, SAS recommends this accommodation when:

- An assignment is not listed on the syllabus initially and is given to students with one week or less to complete and/or
 - An assignment deadline is listed on the syllabus, but students do not get the necessary information to complete it until there is one week or less to the deadline.
 - Other situations will be considered only in extremely extenuating circumstances.
- First and foremost, SAS promotes good time management and project management skills as well as effective decision-making. This accommodation does not address inefficiencies in these areas. Thus, the position of SAS is that assignments with more than one week to complete can be done successfully with proper management and planning and need not warrant an accommodation.

Decisions regarding extensions on assignments will be made on a **case-by-case, course-by-course basis**. Students with disabilities that may impact their ability to turn in assignments by their due date should consult with their SAS Counselor regularly regarding their needs. Since SBVC offers a wide array of classes and programs, SAS cannot approve extensions on assignments until the structure and nature of the student's individual course is evaluated to determine if an extension would constitute a lowering of a course standard or a fundamental alteration.

PROCEDURE

Student Responsibilities

1. Students must request this accommodation from SAS.
2. Students need to initiate a conversation with the instructor (before an assignment is due) to find out the nature and the structure of the class and obtain a course syllabus.
3. Students then need to convey this information to their SAS Counselor. (Students should also contact the SAS if they have concerns with the instructor's response.)
4. Students need to be aware that accommodations are not meant to be retroactive. Missed assignments that occur prior to the instructor receiving written notice from the student that they cannot meet the original deadline are not covered under the accommodation process. SAS recommends that those missed assignments be handled in accordance with the course assignment policy.
5. Students need to be aware that if this accommodation is approved, due date adjustments must be pre-arranged with the instructor. Students are not permitted to submit their assignments whenever desired.
6. Students need to understand that each outstanding assignment should be discussed individually as reasonable lateness may differ by assignment. Students must factor in the reality of their own personal situation and use time effectively to complete assignments. For example, if a student is prone to frequent migraine headaches and waits to the last day to complete an assignment, having a last-minute migraine headache is not an effective reason to extend a deadline. Adequate work should have been done prior to the fact to avoid such a situation knowing that the possibility of a migraine existed. This accommodation does not correct poor time management or decision-making.

Instructor Responsibilities

1. SAS Counselor will consult with the individual instructor before the accommodation (if allowed) is indicated on the Academic Accommodation Plan (AAP). The instructor will need to provide the SAS Counselor with vital information regarding the structure and nature of the course before a decision on this possible accommodation is made.
2. Instructors need to respond to SAS inquiries in a timely manner to ensure the student will not be negatively impacted.

SAS Responsibilities

The SAS Counselor will determine if the student receives 1 or 2 additional days as an accommodation when reasonable (exception based on disability and the course assignment can be considered). Points the SAS Counselor may consider in making a final decision include:

- The average time all students are expected to spend on the project relative to the deadline and if the disability situation necessitates an extension beyond this deadline.
- The feasibility of assigning the assignment to the student with disability in advance of other students while keeping the deadline consistent.
- The accommodation does not have to be implemented if it results in a fundamental alteration of the course. (Instructors who have questions about how to best incorporate this accommodation into a class should consult with SAS before refusing to facilitate the approved accommodation.)

The SAS Counselor will inform the student of the decision in writing. If the accommodation is allowed, then the SAS Counselor will inform the instructor.

Written Follow-Up and Feedback

Instructors may choose to initiate email rather than wait for the student.

In general, corresponding via email provides all involved individuals a written record that can be used for future reference.

Students and instructors are welcome to include SAS on email exchanges for documentation purposes.