

Out of Class Time Extension: Accommodation Guidelines

Accommodation Description: Students with acute or chronic disabilities may experience a barrier in their courses related to assignment deadlines due to the impact of their health. This accommodation is for students with episodic disabilities who may experience unpredictable acute flare-ups of their condition.

Student Responsibilities: The student must request consideration of this accommodation from the Disability Resource Center. The student must:

- Present their accommodation letter to the instructor of the course(s) and discuss communication expectations, such as:
 - Outline a process in which to notify the instructor if the student will need additional time for an assignment.
- The extended deadline accommodation may not be honored if the student is part of a group project in which the student is expected to meet all original deadlines.
- Professional graduate students should adhere to program professional standards that address attendance and total hours required for clinical experiences.

Instructor Responsibilities:

- Provide an open and supportive environment for dialogue for the student to discuss their accommodations, as well as communicate expectations and responsibilities for the student to request the accommodation.
- Discuss the expectation that the student is responsible for submitting assignments by the extended deadline date and time, and how a late assignment is calculated in final grades.
- If the instructor determines that extended deadlines for the course would alter the fundamental elements of the class, the student will be informed by the instructor and will return to the Disability Resource Center to discuss other accommodations to address the barrier.

Out of Class Time Extension: Student/Instructor Accommodation Plan

Student UF ID#: _____ Student Name: _____

Course (Prefix, Number, Section): _____ Semester: _____

In developing this agreement, we advise instructors to discuss the process for how early a student is expected to notify the instructor when an extension is needed (preferably, at least 24-hours before the due date). The instructor and student will determine the new extended deadline.

- **The student will notify the professor ___ day(s) prior to the deadline of an assignment.**
- **The student has ___ day(s) after the due date to submit the assignment for full credit.**

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

The student and instructor should each retain a copy of this agreement for their records.