

Extended Time on Assignments

When students are eligible to receive this accommodation we ask that the student and instructor use this form as a guide to clarify and set expectations for any needed extensions.

**This conversation, face to face, or in the case of online courses, via email, should take place at the beginning of the semester and/or upon receipt of the student’s letter of accommodation. Requests for extensions should be made for disability related events only.**

1. How does the instructor prefer to be notified? Please be as clear as possible on a reasonably practical time frame for extension requests. Example: Should students email 3 days in advance of a deadline? 24 hours?

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1. Please determine what a reasonable extension is within the context of the course. Please consider the purpose of the assignment and how deadlines fit in to the overall design and pace of the course.

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1. Other specifics that must be understood ahead of time by the student, the instructor and the office of disability services.

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| Course prefix and section number |

This agreement is for:

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| Instructor printed name | Instructor signature | Date |
|  |  |  |
| Student printed name | Student signature | Date |

Please return a copy to the Support Services office as soon as possible. Please let us know if we can facilitate this process in any way.

Thank you for your cooperation and help!

Heather Pack, Director of Support Services, 828-398-7141

Jean Alvarez, Support Services Advisor, 828-398-7587

Krissy Wheeler, Support Services Technician, 828-398-7581