



## **Guidelines for Reasonable Extension of Assignment Deadline**

### **Policy Statement**

Students at Hofstra University are expected to meet deadlines for assignments and tests. However, some students may have a disability that impacts their ability to do so, including conditions that are episodic, variable in symptoms, and requiring treatment or hospitalization.

Hofstra University recognizes that an extension of assignment deadlines may be a reasonable accommodation in these situations. This accommodation is intended for short-term assignments, not long-term projects listed on syllabi.

It does not address time management issues unrelated to a student's disability. Students must manage their time effectively and meet assignment deadlines as expected. However, if a disability prevents timely completion of assignments, the accommodation allows flexibility. Extension duration depends on disability severity and impact on assignment completion time. Documentation from a licensed professional is required, and extensions must not compromise course integrity.

### **Student Procedure:**

- Students must complete and submit a Request for Reasonable Accommodations form and provide documentation of a disability from a qualified professional, as defined in the ADA Guidelines for Documentation, to Student Access Services (SAS) office.
- Each request is reviewed in accordance with the Americans with Disabilities Act (ADA), and a determination is made to verify that the disability may cause the student to miss classes that exceed the specified attendance policy.
- Students approved for assignment extensions by Hofstra University's Student Access Services (SAS) must present the Letter of Accommodation (LOA) to their instructor and discuss the approved adjustments.
- Student must provide timely notification to the professor with SAS copied on it, in each instance that the accommodation is being requested for use. Assignment deadlines must be coordinated with both the instructor and SAS according to the approved accommodation and cannot be submitted at any time.
- Under normal circumstances, assignments cannot be turned in after the semester concludes and grades are posted (whichever comes first).
- Accommodation requests can be made at any time during the semester but are not retroactive. Missed assignments before the instructor receives the LOA may be handled based on the course's assignment policy, at the instructor's discretion.

### **SAS Responsibilities**

- Review student petitions for extended assignment time.
- Assess disability impact, educational needs, and submitted documentation.
- Consider course requirements and student accommodations.
- Determine if extensions alter course fundamentals.

**Faculty Responsibilities**

- Acknowledge LOA-listed accommodations.
- Consider assignment relevance, timing, and syllabus adherence.
- Participate in SAS discussions on extension appropriateness.

**Additional Factors**

- Evaluate assignment necessity, syllabus deadlines, participation requirements, and sequential learning impact.
- Consider alternative assignment submission methods and exam policies.
- Considerations for determining reasonable assignment deadline extensions:
  - Assignment's purpose and timing relative to exams or class discussions.
  - Course syllabus deadlines and participation requirements.
  - Interaction expectations among students (e.g., in-class, group work, online platforms).
  - Sequential learning nature and continuity of course material.
  - Availability of alternative class sections for catching up.
  - Policies for makeup exams, quizzes, and late submissions.
  - Use of Canvas or other online platforms for assignments.

For further assistance, please contact Student Access Services.