

Assignment Accommodations

Procedures and Guidelines

PROCEDURES:

1. Submit a completed Extension of Assignment Due Date Request form at least five (5) business days after the first class meeting following determination of eligibility. This form may be obtained by emailing ssd@csusb.edu during normal business hours.
2. Students must discuss the extension of assignment due dates with their instructor and submit the form within SSD's submission deadlines. Exceptions are handled on a case-by-case basis.
3. In the event that the student and instructor are unable to complete the agreement form, SSD will contact the instructor to determine the maximum extension that can be given.
4. Students must complete work with the agreed upon alternate timeframe.

GUIDELINES:

1. Eligibility for this accommodation is determined by the student's SSD Counselor on a case-by-case basis under the following conditions: 1) The narrative description of substantial limitations relating to academic performance provided in the student's disability verification document indicates a need for such an accommodation; and 2) discussion between the student's SSD Counselor and faculty group finds that the provision for extended time on a given writing assignment will not interfere with essential course requirements.
2. Eligibility for extension of assignment due dates does not guarantee due date extensions for all assignments, given that such extensions may alter a course's essential requirements.
3. If it is determined that extending assignment deadlines compromises essential course requirements, the faculty group, including the student's instructor and department chair, will document and provide a written summary of such determination to the student and SSD within five (5) working days of initial contact from SSD.
4. Any questions or concerns regarding this accommodation should be directed to the student's SSD Counselor.

I have read and understand, and agree to follow the Assignment Accommodations Procedures and Guidelines.

Name (Printed): _____

Student Signature: _____

Date: _____

Staff Signature: _____

Date: _____