

Disability Services Program

Ruffatto Hall, RM 440
1999 East Evans Ave.
Denver, CO 80208
dsp@du.edu



UNIVERSITY of
DENVER

CAMPUS LIFE & INCLUSIVE EXCELLENCE
Disability Services Program

(V) 303-871-3241
(Fax) 303-871-2248

Per Assignment Extension Plan

Faculty are responsible for establishing assignment requirements and due dates for their classes and clearly communicating those due dates in the syllabus at the beginning of each term. All students, regardless of disability or medical condition, must fulfill the essential requirements, including due dates for assignments, of the applicable course, program, or degree. When considering a request for accommodation, faculty should not waive, compromise, or lower any academic standards, educational experiences or outcomes. However, the University recognizes that the episodic nature and severity of some disabilities may impact a student's ability to fulfill every established assignment due date.

Eligible students must provide a Letter of Approved Accommodation (LOAA) which includes Per Assignment Extensions prior to completing a Per Assignment Extension Plan. The student must confirm that a Per Assignment Extension Plan has been approved by DSP for each course for which the student seeks an accommodation of the assignment due dates. Students may work directly with faculty, or DSP can facilitate the interaction with faculty, to establish course requirements, the impact of an extension on an assignment, and expectations associated with use of this accommodation. Generally, approval for consideration of a Per Assignment Extension provides the student up to two (2) additional business days to complete the assignment, but this extension does not automatically apply to all assignments. DSP does not provide retroactive accommodations except in extraordinary circumstances. Accordingly, faculty should not apply a Per Assignment Extension Plan retroactively without prior consultation with DSP.

For more information regarding the procedures related to Per Assignment Extensions, please consult the DSP website at <https://www.du.edu/dsp>. Students and/or faculty members should contact DSP promptly if they need assistance or have any concerns completing the Per Assignment Extension Plan.

Student: _____ Instructor Name: _____

Course: _____ Date Created: _____

To be completed by the student and faculty, with DSP facilitation as desired:

Agreed upon Communication Expectations
How should faculty be notified of each disability or medical condition-related extension request? (E.g., Email, phone,) DSP must also be notified at dsp@du.edu .
Extension Plan
What does the course syllabus state regarding assignment due dates and submission of late work?
Does the instructor provide assignment due dates in the syllabus or are assignment due dates announced throughout the term?
Is it feasible for the instructor to provide assignments to this student in advance of providing the assignments to other students to maintain the same due date?

Are there specific assignments for which the due date cannot be extended?
How many per assignment extensions are possible before fundamentally altering essential course requirements, academic standards or educational experiences or outcomes?

In general, for assignments with a deadline that is longer than one week, a student can complete those successfully with proper management and planning. When making a request to implement the Per Assignment Extension accommodation, students should submit all work completed by the original due date and then provide any remaining or the completed work by the revised due date.

If a student makes excessive requests for extensions or begins to compromise essential course requirements or the accomplishment of learning objectives, the faculty member should contact DSP and consider submitting a referral to Student Outreach and Support. In these circumstances, the student may need to explore options such as a reduced course load, withdrawal from the course, or Medical Leave of Absence. As permitted by applicable University policies and procedures, faculty may also consider granting students an incomplete grade to allow the student an opportunity to fulfill course requirements, such as through independent study or by attending class lectures the following semester.

Student Signature: _____ Date: _____
Faculty Signature: _____ Date: _____