

## Chaffey College DPS (Disability Programs & Services)

### **Specific Accommodation:**

The purpose of this accommodation is to suggest that extended time on course assignments may be a reasonable accommodation in certain situations because one's medical or clinical situation poses challenges with completing the assignment by deadlines with **short notice (less than 1 week)**. Those assignments with longer notice are a time management issue and not a disability related issue. For the short notice assignment extension specifically, Disability Services recommends this accommodation when:

- An assignment was not listed on the syllabus initially and is given to students one week or less to complete and/or
- The assignment deadline is listed on the syllabus but students do not get the necessary information to complete it until there is one week or less to the deadline. Other situations will be considered only in extremely extenuating circumstances. First and foremost, Disability Services promotes good time and project management skills as well as effective decision-making. This accommodation does not address inefficiencies in these areas. Thus, Disability Services position is that assignments with more than one week to complete can be done successfully with proper management and planning and need not warrant an accommodation.

Decisions regarding extensions on assignments will be made on a case by case course by course basis. Students with disabilities that may impact their ability to turn in assignments at their scheduled times should consult with their DPS Counselor regularly regarding their needs. As Chaffey College offers a wide array of classes and programs DPS cannot approve extensions on assignments until the structure and nature of the students individual course is evaluated to determine the extension would not constitute a lowering of the course standard or a Fundamental alteration

### **Student Responsibilities**

DPS requires students submit a semester request and initiate a conversation with the instructor before an assignment is due.

(Students should also contact the DPS if they have concerns with the instructor's response.)

- Accommodations are not meant to be retroactive. Missed assignments that occur prior to the instructor receiving written notice from the student that they cannot meet the original deadline are not covered under the accommodation process. DPS recommends that those missed assignments be handled in accordance with the course assignment policy.
- Deadline date adjustments must be pre-arranged with the instructor.

Assignments cannot be submitted whenever desired.

- Each outstanding assignment should be discussed individually as reasonable lateness may differ by assignment.

Students must factor in the reality of their own personal situation and use

time effectively to complete assignments. **For example**, if a student is prone to frequent migraine headaches and waits to the last day to complete an assignment, having a last-minute migraine headache is not an effective reason to extend a deadline. Adequate work should have been done prior to the fact in order to avoid such a situation knowing that the possibility of a migraine existed. This accommodation does not correct poor time management skills or decision-making.

### **Instructor Responsibilities**

DPS Counselors will consult with the individual instructor before the accommodation is indicated on the accommodation letter. The instructor will need to provide DPS vital information regarding the structure and nature of the course before DPS decides. Instructors need to respond to DPS inquiry's in a timely manner to insure the student will not be negatively impacted.

### **Additional information:**

DPS can determine that the student receives **1 – 2 additional days** at most as an accommodation when reasonable (exception based on disability and the course assignment can be considered). Points to consider in making a final decision include:

- Assess the average time all students are expected to spend on the project relative to the deadline and if the disability situation necessitates an extension beyond this deadline.
- Is it feasible to assign the project to the student with disability in advance of other students while keeping the deadline consistent?
- The accommodation does not have to be implemented if it becomes a **fundamental alteration** to the course.

Instructors who have questions about how to best incorporate this accommodation into a class should consult with DPS before refusing to facilitate the approved accommodation.

### **Written Follow-Up and Feedback**

- Instructors may choose to initiate email rather than wait for the student.
- The email information gives the other person a chance to address any confusion and helps ensure everyone is operating from the same point of view.

- Students and instructors are welcome to include DPS on these email exchanges for documentation purposes.