Flex Accommodation Form – Assignment Due Dates

Student and faculty should meet to discuss course expectations and requirements as outlined on the syllabus and use this form to note reasonable adjustments to assignment due dates, where possible. Once complete, the student and faculty should keep a copy for their records. Copies may be made at SDS if needed.

**Complete Section 1 if due dates for specific types of assignments can be adjusted** (e.g. all homework assignments, all projects, all papers, etc.)

**Complete Section 2 if due dates for individual assignments can be adjusted.**

<table>
<thead>
<tr>
<th>Student and Course Information</th>
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<tbody>
<tr>
<td>Date:</td>
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<tr>
<td>Student:</td>
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**Section 1:** This section allows instructors to specify whether all assignments of one type (e.g. homework) may or may not be eligible for flexible due dates.

Assignment Type: _________________________ Extension allowed? ___Yes ___No

If Yes, assignment can be turned in _______ days after the due date.

Comments:

Assignment Type: _________________________ Extension allowed? ___Yes ___No

If Yes, assignment can be turned in _______ days after the due date.

Comments:

Assignment Type: _________________________ Extension allowed? ___Yes ___No

If Yes, assignment can be turned in _______ days after the due date.

Comments:
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Section 2: This section allows instructors to specify whether individual assignments may or may not be eligible for flexible due dates.

Assignment: ___________________________________________________________

Original Due Date: ______________ Extension allowed? ___Yes ___No

If Yes, Updated Due Date: ______________

Comments:

Assignment: ___________________________________________________________

Original Due Date: ______________ Extension allowed? ___Yes ___No

If Yes, Updated Due Date: ______________

Comments:

Assignment: ___________________________________________________________

Original Due Date: ______________ Extension allowed? ___Yes ___No

If Yes, Updated Due Date: ______________

Comments:

Sometimes it is unknown when the accommodation will be needed due to the unpredictable and changing nature of the disability; though, students who qualify for flexible due dates as an accommodation should have a clear understanding of which due dates can and cannot be flexible.

Regardless of how much flexibility is reasonably available, students should use the accommodation only when needed. Students are encouraged to notify faculty whenever they plan to utilize this accommodation.

If the maximum number of allowed absences is exceeded during the semester, the student and instructor must meet to discuss an appropriate course of action (e.g. advising to withdraw; granting an incomplete; etc.)