



**Additional Time for Assignments
Student-Instructor Guide**

Intention of Accommodation: The intention of the accommodation for additional time on assignments is to provide a window of time in which a student is granted additional time by disability services. An agreement between the student and instructor on due dates for course work is essential. The accommodation for additional time is not meant to leave assignment due dates open indefinitely.

Instructions to Student: At the beginning of term, it will be the student's responsibility to approach the instructor with the student's letter of introduction verifying that the student should receive the additional time for assignments accommodation along with this guide. The student and the instructor will discuss reasonable timelines for the provision of additional time for each assignment. If a time line for each assignment is not agreed upon, the instructor may hold the student to the original due dates listed on the syllabus. This form is provided as a guide. It is not required but highly encouraged.

Please complete the following:

Course Number/Title: _____ **Current Term:** _____

Plan for provision of accommodation:

Sign below indicating that the student and the instructor have discussed and agreed to the terms outlined above.

Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____