



REASONABLE EXTENDED DEADLINES AGREEMENT FORM

This agreement pertains to arrangements made for students who have been approved by SDS for the Reasonable Extended Deadlines accommodation, with a current issued Faculty Notification Letter (FNL).

To ensure the student, instructor and SDS share a clear understanding of the Reasonable Extended Deadlines accommodation in this course for this term, SDS strongly encourages students and instructors respond to the following points, documenting agreements in writing. Please contact SDS with any questions and for consultation or mediation through this agreement.

1. Please state the agreed upon extension (in days or hours) from the posted due date:

SDS considers a general baseline of 24-48 hours or 1-2 days for extensions. Please avoid vague phrases such as “flexible” or “open” or “to be determined” which may cause future concern or confusion.

2. How will the student communicate the need to use a deadline extension with the instructor?

Depending on the nature of the student’s disability, it is reasonable for the student to notify the instructor of a disability-related extension either before or on the day of the assignment due date, but in a timely, “as soon as possible” manner.

3. What is the process for turning in assignments/work, without penalty, that was granted as a part of the disability-related extension?

Key Reminders (student and instructor: please initial by each):

Student	Instructor	Agreement Statement
		The nature of this accommodation is for occasional disability-related need for extended deadlines. If requests for extended deadlines become frequent or routine, the student may need to consider a medical emergency withdrawal and should consult with their Disability Service Provider at SDS.
		Both student and instructor understand that accommodations are not retroactive; instructors are not obligated to accept previous missed deadlines.
		Adhere to the agreed upon plan. If student fails to meet agreed upon deadline extension, the instructor's grading policy on late work will apply.

Student Name:	Signature:	Date:
Faculty Name:	Signature	Date:
Semester:	Course:	

Student: Keep a copy for your records