

## ARRANGING FLEXIBLE DUE DATE ACCOMMODATIONS

Before needing to use this accommodation, you are strongly encouraged to initiate a conversation with your instructor to understand due date expectations in the course. Determine if there are certain assignments which cannot be late due to holding up the rest of the class and/or curriculum. What are the consequences if multiple late assignments become necessary. Communicating this information ahead of time is helpful to all parties. Remember, accommodations are not retroactive.

**Step 1:** Login to DRC CONNECT.

**Step 2:** Review and sign-off on the required e-Form Agreement for Flexible Due Dates.

**Step 3:** Once signed, you will receive a confirmation email notifying you that you have successfully completed the required e-Form Agreement.

Listed below is a sample of what the completed e-Form Agreement will look like in your confirmation email. Students will be asked to copy/paste this content to a Microsoft Word/Google Doc and save this content to their computer. This allows for the confirmation email to be attached easily for further communication with their instructors to appropriately discuss their accommodation needs in the course.

**From:** UWRF - Disability Resource Center <[drc@uwrf.edu](mailto:drc@uwrf.edu)>On Behalf of Disability Resource Center <[drc@uwrf.edu](mailto:drc@uwrf.edu)>

**Sent:** Monday, January 09, 2023 at 01:50:14 PM (UTC-06:00) Central Time (US & Canada)

**To:** Freddy Falcon; request.drc@uwrf.edu

**Subject:** [A.S.] E-Form Signed (Required) – Student Flexible Due Date Agreement

Signed by: **Freddy Falcon**

Signed on: **Monday, January 09, 2023 at 01:50:14 PM**

Agreed Content:

### **Student Flexible Due Date Agreement**

I will make an agreement in writing with my instructor about how my flexible due date accommodation will be used in the course.

I will ask my instructor if there any assignments where flexibility on dues dates cannot be offered.

I will discuss with my instructor the agreed-upon total number of extensions I can request in the course.

Each time I request to use my flexible due date accommodation, I will communicate with my instructor in writing ahead of time.

I will discuss the agreed-upon number of days I will be allowed to complete any assignment without points being deducted.

I will discuss what will happen if I go over the agreed-upon number of times I am allowed to ask for an extension in the course.

I understand that this agreement does not grant retroactive flexibility.

I understand that to use my flexibility on due dates of assignments accommodation, I am required to follow the steps listed above for each course.

I understand that I am required to complete this agreement each semester to request the use of my flexible

due date accommodation.

**Step 4:** While you are in your DRC CONNECT dashboard, request your academic accommodations in each course. Step 1 > Select classes; Step 2 > Customize accommodations for each course; Step 3 > Submit request for accommodations. This sends your Faculty Notification Letters by email.

**Step 5:** Once you have requested your Faculty Notification Letters (FNLs) and they have been emailed to all your instructors, please send them a follow-up email confirming they have received your letter. Take the time to notify each of your professors which requested accommodations you will need in their course. If requested prior to the start of a semester, the letters will be emailed by the Friday prior to the start of a new semester and then daily thereafter.

**Step 6:** For students with a Flexible Due Date Accommodation, we ask that when you are emailing your instructors to confirm they received your FNL, you should discuss your accommodation needs with them and attach the confirmation email of your signed E-Form Agreements. Students are to attach the document(s) they saved in **Step 3**.

Listed below is a template that we ask students to follow when reaching out to each of their instructors when they intend on using Flexible Attendance in their courses. There is a section titled, **"Note"** in the communication listed below. In this section, please share how your absences typically look, so you and your instructors can identify and develop an appropriate plan for how your accommodations will be used and implemented in each specific course.

### **Example of a Flexible Attendance Accommodation Email Template**

Dear, \_\_\_\_\_

I am following-up to ensure that you received my Faculty Notification Letter from the Disability Resource Center, informing you of my approved accommodations in the class.

If you have had time to review my accommodations, you will notice that I am eligible to request a Flexible Due Date Accommodation. All students with this accommodation are required to sign an e-form agreement stating we will follow the steps as outlined in the agreement. I have attached an email confirmation of my signed e-form agreement. The notification of this agreement was also received by the Disability Resource Center.

As the agreement states, it would be helpful for me to know the following information so we can work together to develop a reasonable plan for successfully using my Flexible Due Date Accommodation in your course.

- Are there any assignments where flexibility on due dates cannot be offered?
- How many times do you feel it is reasonable for me to ask for an extension in the course based on my accommodation needs?

**\*Note:** Describe here how often you typically ask for extensions. Give your instructor an estimate of how many times you may need to request this accommodation throughout the course of the semester.

- When asking for an extension how many additional days will I be allowed?

**\*Note:** Describe here how many additional days you typically need to complete the assignment. Give your instructor an estimate of what that would look like.

**For example:** *"It typically takes me no longer than two days to make-up an assignment if an extension is needed. Can we agree that I will make up the work, no later than two days after the assigned due date?"*

- If I go over the agreed number of times I ask for an extension or need more time on a specific extension that we initially agreed to, what will happen?

You can email me your responses, or if you feel it would be more useful to do a virtual call to talk through these questions, I would be more than happy to do so.

After we have talked through these questions or received the answers via email. I will send you a follow-up email confirming the plan we agreed to.

Thanks,

Name: \_\_\_\_\_

**Step 7:** After you have developed a plan with each of your instructors about how your Flexible Due Date Accommodation will work in the course, students will need to email each of their instructors in writing what the agreed upon plan is for successfully using their accommodation.

***Example of a Completed Written Agreement for Flexible Due Date Accommodation***

Dear \_\_\_\_\_,

Thank you for answering my questions and discussing how my Flexible Due Date Accommodation will work in your course.

As we discussed, if I need to request an extension on any assignments in your course, I will email you ahead of time and turn in the assignment no later than 2 class periods. Since we have 10 total assignments in the class, I will request no more than 3 extensions on assignments in the class. If I am unable to turn in the assignment within 2 class periods, I will notify you. If I have concerns about needing more extensions in the course, I will reach out to you to discuss a plan for successfully completing the course.

I will email you the following message every time I request to use this accommodation:

*“As we discussed, I will be using my Flexible Due Date Accommodation on Assignment X. I will turn in the assignment no later than two class periods.”*

Thanks,

Name: \_\_\_\_\_