

SERVICES FOR STUDENTS WITH DISABILITIES

EXTENDED TIME ON ASSIGNMENTS/EXCUSED ABSENCES REQUEST FORM

Adjustments to attendance requirements or assignment deadlines may be appropriate in specific situations. Services for Students with Disabilities treats any request for such an adjustment individually and with careful consideration of the course requirements and objectives. In some cases, given the objectives and design of the course, these adjustments may not always be possible. This form is designed to address each individual request and should be submitted as soon as possible as the need arises. However, if a student anticipates an upcoming (or possibly ongoing) need for an adjustment, this form can be completed in advance; in fact, that is recommended in such situations.



STUDENT & COURSE INFORMATION

Date: _____

Student Information

Name: _____

W#: _____

Email: _____

Phone: _____

Course Information (A separate form is required for each individual course.)

Course Number: _____ (Example: MATH QL1050)

Course Name: _____

Instructor: _____

Email: _____ Phone: _____

Please check one of the boxes to the right, or both, to indicate the type of adjustment(s) requested for this course.

Attendance

Assignments

Has the instructor received a letter from SSD authorizing any accommodation(s)? YES NO

- ◆ Briefly describe the attendance/late assignment policies for this course. Provide a copy of the course syllabus if possible.

- ◆ Have you already discussed any attendance/assignment issues with this instructor? YES NO
- ◆ Have arrangements already been made to make-up assignments in this course? YES NO
- ◆ Was the instructor notified in advance of potential missed classes/assignments? YES NO

If you answered yes to any of the three questions above, please summarize the results of your discussions with the instructor. Specify any arrangements which have previously been made to make-up assignments and/or absences.

- ◆ List any assignments and/or classes missed. Note specific dates for each missed class period and any associated coursework, including tests or quizzes, you may have missed on those dates. Use a range of dates where necessary. Use a second form or attach addition pages if needed. Remember to use a separate form for each course. PLEASE NOTE: Students will be required to document that these absences are related to a disability or other medical issue.

Date(s) Missed	Coursework Missed (assignments, quizzes, exams, etc.)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- ◆ Indicate the due-date of any assignments which will require additional time to complete beyond the expected deadline. Include quizzes and/or exams which must be made up. This section may also be used to describe specific types of assignments for which you are requesting deadline extensions throughout the course. Use additional forms if necessary. Specify the date you expect to be able to complete the required coursework.

<input type="checkbox"/> Assignment _____	Date Due: _____
<input type="checkbox"/> Exam/Quiz _____	Make-up By: _____
<input type="checkbox"/> Assignment _____	Date Due: _____
<input type="checkbox"/> Exam/Quiz _____	Make-up By: _____
<input type="checkbox"/> Assignment _____	Date Due: _____
<input type="checkbox"/> Exam/Quiz _____	Make-up By: _____
<input type="checkbox"/> Assignment _____	Date Due: _____
<input type="checkbox"/> Exam/Quiz _____	Make-up By: _____
<input type="checkbox"/> Assignment _____	Date Due: _____
<input type="checkbox"/> Exam/Quiz _____	Make-up By: _____

- ◆ Do you anticipate that the cause(s) of the above missed coursework or attendance issues will continue throughout the current semester? YES NO

Total Number of Excused Absences Requested: _____ OR Unknown/To Be Determined

Total Number of Excused Absences Approved: _____ OR ALL

Rationale for discrepancy, if any, between the number requested and the number approved (check all that apply):

- Participation requirements not met by student
- Student has not met minimum expectations for attendance
- Student is unable to make up missed work
- Absences can be made up without accommodations
- Fundamental nature of the course
- Absences unrelated to disability issue
- Inadequate documentation
- Insufficient notice

Due to participation requirements and course objectives, absences for this course cannot be fully excused. Make-up work may be allowed, but missed classes will result in the following grade adjustments:

- As per the syllabus
- Modified from syllabus

Regardless of any accommodations, work cannot be accepted beyond this date: _____

The student agrees to make every possible effort to complete the following assignments by the indicated date. The instructor may apply additional penalties (including not accepting the late assignment at all) if the student fails to meet this schedule.

_____	<input type="checkbox"/> Exam/Quiz <input type="checkbox"/> Assignment(s)
_____	Date Due: _____
_____	<input type="checkbox"/> Exam/Quiz <input type="checkbox"/> Assignment(s)
_____	Date Due: _____
_____	<input type="checkbox"/> Exam/Quiz <input type="checkbox"/> Assignment(s)
_____	Date Due: _____
_____	<input type="checkbox"/> Exam/Quiz <input type="checkbox"/> Assignment(s)
_____	Date Due: _____
_____	<input type="checkbox"/> Exam/Quiz <input type="checkbox"/> Assignment(s)
_____	Date Due: _____
_____	<input type="checkbox"/> Exam/Quiz <input type="checkbox"/> Assignment(s)
_____	Date Due: _____

Late work will be accepted according to this schedule; however, a penalty of _____ may still be assessed.

REQUIRED SIGNATURES:

Student: _____ Date: _____

Instructor/Chair: _____ Date: _____

SSD Staff: _____ Date: _____