

Accessibility Resources  
Hendrix Building  
1308 9<sup>th</sup> Avenue South  
Moorhead, MN  
56563  
[accessibility@mnstate.edu](mailto:accessibility@mnstate.edu)



## Occasional Assignments Extension Accommodation

Faculty are responsible for establishing assignment requirements and due dates for their classes and clearly communicating those due dates in the syllabus at the beginning of each term. All students, regardless of disability or medical condition, must fulfill the essential requirements, including due dates for assignments, of the applicable course, program, or degree. When navigating the approved accommodations with a student, faculty should not waive, compromise, or lower any academic standards, educational experiences, or outcomes. However, the University recognizes that the episodic nature and severity of some disabilities/conditions may impact a student's ability to fulfill every established assignment due date.

Eligible students must provide an approved Accommodation Letter, which includes the Occasional Assignments Extension accommodation. Students may work directly with faculty or Accessibility Resources (AR) can facilitate the interaction with faculty, to establish course requirements, the impact of an extension on an assignment, and expectations associated with use of this accommodation. Generally, the consideration of an Occasional Assignments Extension accommodation provides the student up to two (2) additional business days to complete the assignment, but this extension does not automatically apply to all assignments. AR does not provide retroactive accommodations except in extraordinary circumstances. Accordingly, faculty should not apply an Occasional Assignments Extension accommodation retroactively without prior consultation with AR.

For more information regarding the procedures related to the Occasional Assignments Extension accommodation, please consult the AR Website at <https://www.mnstate.edu/accessibility>. Students and/or faculty members should contact AR promptly if they need assistance with any concerns completing the Occasional Assignments Extension accommodation.

Suggestions for determining Occasional Assignments Extension accommodation:

- How should faculty be notified of each disability or medical condition-related extension request? (E.g., Email, phone)
- What does the course syllabus state regarding assignment due dates and submission of late work?
- Does the instructor provide assignment due dates in the syllabus or are assignment due dates announced throughout the term?
- Are there specific assignments for which the due date cannot be extended?
- How many occasional assignments extensions are possible before fundamentally altering essential course requirements, academic standards, educational experiences or outcomes

If a student makes excessive requests for extensions or begins to compromise essential course requirements or the accomplishment of learning objectives, the faculty member should contact AR. In these circumstances, the student may need to explore other alternatives/accommodations such as a withdrawal from the course. As permitted by applicable University policies and procedures, faculty may also consider granting students an incomplete grade to allow the student an opportunity to fulfill course requirements, such as through independent study or by attending class lectures the following semester.