

If your assignment is a group project or a class presentation, you must contact the instructor during reasonable working hours so that alternatives can be arranged.

- Notification after the due date has passed may nullify your options to use the accommodation.
- If you are unable to contact your instructor because of a severe or emergency situation, either you or a contact person should inform the DAE office as soon as is reasonable so we can help you negotiate new accommodations with the instructor.
- Suggested phrasing for your memo to your professor:
“Due to a recurrence of disability symptoms, I am unable to complete <assignment> by the due date. I intend to use my accommodation and will submit the assignment by <date> (within 48 hours of original due date).”

OR if you need DAE staff to negotiate a lengthier extension

- Contact DAE as soon as possible to let us know your needs so we can negotiate appropriately on your behalf.
- Suggested phrasing of your memo to your professor:
“Due to a severe recurrence of disability symptoms, I am unable to complete <assignment> by the due date. Please consult with the Director of DAE to negotiate a new reasonable due date for completion of this work that allows me sufficient recovery time.”

If the new due date becomes impossible due to recurrence of symptoms, communicate with the DAE office BEFORE the new due date so we can negotiate an extension with your instructor.

Remember that without prior communication from you, the professor has the right to refuse to allow you to submit work after the due date or it may be subject to any late policy in the course syllabus.

As soon as you are able, suggest a plan of possible completion dates for work missed in relation to the condition for which accommodations are approved. The accommodation does not include prior missed work unrelated to the current disabling condition.

- Suggested format:
“Proposed completion dates for assignments to be made up:
Assignment A: <date – date> (a range of possible dates such as 10/20 – 10/23).
Assignment B: <date – date>
Assignment C: <date – date>”

Send your completion proposal to your instructor via email with a cc to the Director.

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