

Modified Deadline Agreement

Student Name: _____ PFWID: _____
Instructor: _____ Course: _____
Semester: _____

Federal law requires colleges and universities to consider reasonable modification of assignment deadlines, if needed, to accommodate a student's disability.

The Purdue University Fort Wayne Disability Access Center requires that students with modified deadline accommodations collaborate with instructors to develop an agreement for the implementation of this accommodation in their course. The student and instructor should have a clear understanding of what accommodations can be made for disability-related deadline requests. Through collaboration, the student and instructor should discuss and determine expectations and processes pertaining to the implementation of this accommodation. The Disability Access Center is available to consult with instructors and students on issues concerning the implementation of this accommodation and help facilitate the completion of the Agreement, if needed. For more information about what should be considered prior to completing this Agreement, please view the Modified Deadline Policy on the Disability Access Center's website (pfw.edu/dac) under the Faculty tab.

- ❖ **What is the maximum number of disability related assignment deadline requests allowed as an accommodation for this student for this course?** Please do not restate the assignment deadline policy for all students in the course. Allow the student to explain how many modified deadline requests they anticipate before determining an appropriate alternate number. Be as specific as possible. Avoid vague phrases such as “flexible”, “to be determined”, or “open”. If needed, provide a separate number for lecture, lab, recitation, etc.

- ❖ **How and when will the student notify the instructor of a disability related modified deadline request (email, phone, etc.)?** Depending on the nature of the student's disability, is it reasonable for the student to notify the instructor of a disability-related modified deadline request either before or after the missed assignment deadline?
 - A doctor's note will not be required for disability related assignment deadline requests.
 - The Disability Access Center should be notified for every Modified Deadline request, please email or CC dac@pfw.edu when a request has been made.

- ❖ **What is the procedure for turning in homework/assignments/projects when a modified deadline request has been submitted?** Include maximum number of days assignments may be late and how they are to be submitted.

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If assignment deadlines can be justified as an essential part of how the course is taught and/or how learning is to be demonstrated and measured, there can be a point at which a disability-related modified deadline request cannot be reasonably accommodated. If at any point, the instructor and/or the student have any questions or concerns about this process, the Modified Deadline Agreement, and/or the provision of this accommodation, the Disability Access Center should be notified as soon as possible, so they can address the concerns and work to resolve them.

If the maximum number of allowed deadline requests is exceeded during the semester, the student and instructor must communicate an appropriate course of action (such as: student will be granted an incomplete, student will be advised to withdraw from the course, the number of deadline requests allowed will be reviewed, etc.) The Disability Access Center should be informed as soon as possible so they can work with the instructor and student to come to a reasonable solution.

Student Name: _____ **Date:** _____

Student Signature: _____

Instructor Name: _____ **Date:** _____

Instructor Signature: _____

All parties should keep a signed copy of this agreement and a signed copy should be returned to the Disability Access Center in WALB 113 or dac@pfw.edu.

(Adapted from Purdue University, Texas A&M University, Disability Related Absences Agreement and similar agreements from other colleges and universities)