

WEBSTER UNIVERSITY FLEXIBLE ASSIGNMENT DEADLINES INFORMATION

This documentation is intended for use by Webster University students who have approved ADA accommodations that include extended time on assignments. The official wording of this accommodation is as follows: Please allow for flexible deadlines for assignments as is necessary. This accommodation is not retroactive. Webster University reserves the right to alter this policy, as necessary, at any time.

A student must request prior approval from faculty to receive flexible assignment completion dates. Flexible assignment completion dates, while allowed where possible and appropriate, may not apply to group work, posts to online discussion forums, hard deadlines for long-term projects, or other assignments as determined by faculty.

As with all accommodations, it is the student's responsibility to initiate conversation with faculty regarding flexible assignment completion dates. This responsibility is especially important regarding this accommodation as it is this conversation that will determine where a faculty member can (or cannot) be flexible with assignment due dates for a given course.

Together, the student and faculty should review and complete the following agreement to ensure clarity about where flexible assignment completion dates may or may not apply to assignments. This form must be completed and signed by the student and faculty member before assignments can be approved with flexible dates.

Upon completion of the form, the student should email it to the Academic ADA Coordinator at disability@webster.edu. Completed forms can also be dropped off in Loretto Hall, Room 55. The student and faculty are also encouraged to retain a copy of the completed form for their records.

Please contact the Webster University Academic ADA Coordinator with questions.

Academic ADA Coordinator
Loretto Hall, Room 55
disability@webster.edu
(314) 246-7700

Flexibility with Assignment Deadlines Request Form

Prior to completing this form, students should read the Flexibility with Assignment Deadline Information attached to this document. Flexibility with assignments, once granted, should be revisited through dialog with faculty at the beginning of every semester in which the accommodation is going to be accessed. A signed agreement between the student and faculty member must be completed and returned to the Academic ADA Coordinator prior to flexible time on assignments being provided.

For support in facilitating a conversation between student and faculty around occasional absences due to medical reason(s), please contact the Webster University Academic ADA Coordinator.

Academic ADA Coordinator
Loretto Hall, Room 55
disability@webster.edu
(314) 246-7700

Student and Course Information

Student Name: _____ Student ID: _____
Instructor: _____
Course: _____ Course No.: _____
Semester: _____ Fall _____ Spring _____ Summer Year: _____

I have read and understand my responsibilities in relation to the Flexibility with Assignment Deadlines accommodation. I understand the accommodation may not be appropriate for all classes, and in those where it is appropriate, it may be implemented differently in each class. I understand that it is my responsibility to ensure that I take steps to discuss these accommodations with all of my instructors. I also understand that these accommodations cannot be fully implemented until this discussion occurs and the signed agreement is completed and returned to the Webster University Academic ADA Coordinator.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Guided Notes for Students: Flexibility with Assignment Deadlines

With this accommodation, it is essential that a student speak with faculty individually to ensure that all parties have a full understanding regarding how the accommodation will be implemented.

Below are some things students can do to ensure this process goes as smoothly as possible.

1. Review class syllabi for deadline policies for all classes. Look for policies regarding make-up exams and quizzes. The student should be sure to understand these expectations, prior to speaking with faculty.
2. Students should be timely in communication with faculty. Once a student has been approved for this accommodation, the student should dialog with faculty as soon as possible.
3. Students should be clear in communication and should ask questions that will allow for discussion.
4. Students should understand that flexible assignment deadlines will not work for all classes.
5. Students must have a conversation with faculty to discuss if and how flexible assignment dates will be managed throughout a given term or semester.
6. *Students are still required to complete all coursework, even with allowance for flexible deadlines.*

Below are some suggested questions to guide students in their discussion(s) with faculty.

- If you have a structured deadline policy, is there room for flexibility? If so, how?
- If I need to miss a deadline, what do I do? Should I send you an email or call you? How much notice should I provide you that I will not be able to make the deadline?
- Are there particular assignments for which flexible deadlines are not possible?

For additional information concerning flexible assignment deadlines, please contact the Webster University Academic ADA Coordinator.

Webster University Academic ADA Coordinator

disability@webster.edu

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