

COMMUNITY COLLEGE OF ALLEGHENY COUNTY



Supportive Services for Students with Disabilities
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Flexible Assignments and Absences Accommodation

What is this Accommodation?

The flexible assignment and absence accommodation is intended to assist students with disabilities that are episodic in nature. Examples of disabilities that may be episodic in nature include, but are not limited to, lupus, Crohn's, cancer, multiple sclerosis, epilepsy, migraines and mental health conditions such as depression. These disabilities may impact a student's ability to attend class or meet assignment deadlines. The purpose of this form is to provide information about the appropriate use of this accommodation and how to use it. Supportive Services is here to assist students throughout the process and our involvement is meant to help students access their accommodation when needed.

When should I use this Accommodation?

This accommodation is designed to give you some flexibility in the instance that you need to miss a class or a deadline for a medical reason related to your disability. For example, you have a seizure and need a day to recover before you can return to normal activity. It should not be used for any other reason.

How to use this accommodation:

When you need to enact this accommodation, send an email to your faculty member as soon as you are able to do so. We encourage you to copy Supportive Services on your message in case there are questions that arise from your faculty member. Here is some suggested language you could use when contacting your faculty:

"I need to use my extended assignment accommodation. I would like to request an extension on the following assignment (name of assignment). This assignment is currently due on (due date), but I am requesting to turn it in (date). Please let me know if this is possible. Thank you for your help!"

Expectations and Limitations for use of this accommodation

The flexible assignment and absence accommodation does have limitations and should be used only when necessary. There are limits to how often and under what circumstances the accommodation can be used and these should be discussed with your faculty in advance. The items outlined below provide you with some of the limitations of the accommodation as well as some common understanding of how the accommodation can be used.

Be proactive! We recommend that you attend every class possible and reserve absences for critical need due to disability. Additionally, turn in all assignments on time and reserve extension accommodations for critical need related to disability. Proactive communication is important with the use of this accommodation and we encourage students and faculty to talk about how and when this accommodation may be used for each situation.

Degree of flexibility may vary: The degree of flexibility with this accommodation may vary depending on the class structure. Each course is different. Flexibility may not be feasible for classes whose grade depends mostly on attendance/participation such as discussion or presentation courses. Flexibility is not possible for assignments with hard deadlines such as final exams or projects and extensions do not go beyond the end of the semester. We encourage students to discuss this in advance with their faculty for each course. There may be instances in a course where you have missed too many class sessions, material or assignments and this inhibits your ability to pass the course. Students should meet with the instructor and Supportive Services to discuss whether or not a withdrawal or medical withdrawal from the course would be in the best interest of the student.

Students are responsible for missed work: All students, regardless of disability status, are responsible for fulfilling the essential requirements for each course in which they enroll. The student is responsible for all material, information, and work missed during disability related absences. The instructor is not responsible to keep the student current on work missed. Students are responsible for completing all assignments within the flexible deadline determined by you and the faculty member (and Supportive Services if their support is requested).

Faculty notification is critical: For those with extended absence accommodations, extension of deadlines for assignments or exams missed due to disability related absences must be determined by working with the faculty each time the need arises. Supportive Services is available and willing to assist at any time during this process. **It is the student's responsibility to notify the instructor as soon as possible, preferably before the missed class or deadline, each time these accommodations need to be used. Supportive Services is available and willing to assist at any time during this process.**

A few reminders:

1. These accommodations are to be used only for disability related reasons.
2. These accommodations cannot be applied retroactively.
3. Students should notify Supportive Services of any problems with their accommodations as soon as possible when a problem is identified. This will help us to support you in the use of this accommodation.

By signing the below, you are acknowledging that you have read the information above, and you understand the guidelines associated with this accommodation.

Student Name: _____ ID#: _____

Student Signature: _____ DATE: _____