

Student-Faculty Agreement: Extended Deadlines on Assignments

This agreement is a guideline for the steps that the student and instructor can take together to confirm how the reasonable accommodation for extended deadlines on assignments will be addressed. Individual circumstances may affect the reasonableness of timing. Please inform the Banacos Advisor of your agreement and feel free to consult with us. Either the student or instructor can take the initiative to start this conversation. Deciding on a process at the beginning of the semester can help avoid complications during the semester. While we suggest that you use this form, please put any agreement in writing and copy the Banacos advisor.

Once this accommodation is approved...

- The student contacts the instructors of the courses in which the student might need additional time on an assignment or access to an assignment early OR
- The instructor reaches out to the student.
- The student and instructor discuss and agree in writing upon the method for making requests and how much time in advance of the due date the request should be made.

Assignment Type	How far in advance a request for extended time should be made

When the need for the extended deadline or early assignment arises...

- The student informs the instructor of the need as soon as the need arises.
- The student and instructor collaborate to determine how much extended time should be given for any particular assignment(s) (time may differ depending on the assignment and circumstances) and puts it in writing.
- The student keeps a copy of the mutually agreeable timetable for completion of the required assignment(s) and sends a copy to their Banacos advisor along with an email or signature of approval from the instructor.
- The student maintains contact with the instructor as needed.

In the event of unforeseen circumstances where the student may be unable to meet assignment requirements and/or due dates, the student should contact their instructor as soon as possible.

Assignment	Original Syllabus Due Date	Suggested Extended Due Date	Suggested Early Access to Assignment Materials	Adjusted Due Date and/or Adjusted Date Early Access to Materials

Course Name: _____ Semester: _____

Student Name: _____ UWID: _____

Student Signature: _____ Date: _____

Professor Name: _____

Professor Signature: _____ Date: _____