



Disability Access Services  
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**New Mexico State University – Disability Access Services (DAS)**  
**Course Policy Accommodations (CPA)**  
**Guidelines for Courses Re: Extension of Deadlines for Assignments and Exams**  
*(adapted from University of Central Florida's Student Accessibility Services)*

This accommodation is only to be used for the disability/medical/health reason on record with DAS. Use of this accommodation for other reasons, including health matters not on record, seasonal colds, flu, or other non-health related reasons is not acceptable.

This accommodation is specifically designed to build in a slight amount of flexibility around attendance, test dates and course deadlines in order to specifically address the impact of a brief, periodic health or medical experience that interferes with these course activities. The CPA (Course Policy Accommodations) is not designed to support a substantial number of missed class sessions or lengthy assignment extensions or lengthy delays in taking an exam for reasons beyond brief, periodic flare-ups.

Reasonable accommodations for this course will occur in the following ways when the student's health that is directly associated with this accommodation impacts involvement with the course AND when the student follows the listed *Expected Communication*.

### **Limits on the Scope of this Accommodation**

Limitations are ideally determined by a careful examination of the course's learning objectives, the methods of demonstrating mastery and other essential elements of the course. The course syllabus should provide clear information about assignments, exams and project deadlines. Students should therefore do advance planning, especially if they have a medical condition that can affect their participation.

***These are baseline guidelines – requests for additional extensions will require consultation between DAS and the faculty teaching.***

### **Assignments (such as projects, homework, papers)**

- Two assignments can be submitted up to 48 hours past a deadline

### **Tests and Quizzes**

- Two tests can be submitted up to 48 hours past a deadline
- Two quizzes can be submitted up to 24 hours past a deadline
- A missed final exam, capstone project or other major element of a course may warrant an incomplete grade, as end of term timing cannot guarantee opportunity to schedule a make-up.
- **Please note: course policies in which test or quiz grades may be dropped as part of a final grade calculation cannot be applied when a student misses a test for health reasons.** As part of this accommodation, students must have the opportunity to take the one missed test and the two missed quizzes and receive respective grades. Missed tests and quizzes beyond the limits of this accommodation or for reasons not associated with this accommodation may be addressed in accordance with general course policies.

DAS staff are able to consult with students, faculty or Academic Affairs representatives as requested.

### **Group Discussions**

- Requirements for web-course group discussions, that are graded, need to be completed within the time frame allocated, as learning can only take place during the times when the conversations are active. After-the fact posts would not be seen and responded to by other enrolled students.

### **Expected Communication**

- For any potentially missed course activity related to this CPA, the **student needs to contact the professor** preferably before but definitely no later than 24 hours after the course event (paper due, test date, etc.) in order to coordinate the accommodations outlined in this agreement.
- The **student must reference** this accommodation and verify a health exacerbation or flare up (don't need to provide full details) in their email/communication to assist the professor with managing logistics.
- The **faculty member should respond**, ideally within 24 hours but no more than 48 hours, to the student and initiate setting a new deadline date for the paper, project, exam, etc.

To discuss these guidelines and/or to facilitate resolution or limits on extensions, you may consult with:

**DAS Director, Aaron Salas, [das@nmsu.edu](mailto:das@nmsu.edu)**