

**XAVIER University of Louisiana**  
**Office of Disability Services**  
**Flexible Assignment Completion Student-Faculty Agreement**

This form is intended for use by students who have an approved accommodation plan with the Office of Disability Services which includes flexible assignment completion dates.

The official wording of this accommodation is as follows: Flexible assignment completion dates where possible and appropriate. Student must request prior approval from the Professor for flexible assignments. Flexible assignment completion dates where possible and appropriate may not apply with group work, posted solution, hard deadline or other such concerns.

Faculty and students are encouraged to dialogue about a student's accommodations to determine where a faculty member can (or cannot) be flexible. Students and faculty should review and complete this agreement together in order 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 instructor before assignments can be turned in with flexible dates. Flexible assignment completion is not retroactive. Before bringing this form to your instructor, please complete the cover page of the form. Upon completion of the form, student and instructor should maintain a copy for their records. Student should email completed forms to the Office of Disability Services at [disabilityservices@xula.edu](mailto:disabilityservices@xula.edu).

It is also recommended that students provide a copy of the form to their academic advisor.

**Instructions:**

- Student should complete this cover page with your personal data and information about the course for which you are requesting flexible assignment completion due dates. You should complete this section prior to any meeting with an instructor.
- Student and instructor together should fill out Section 1, if applicable, to indicate whether different types of assignments (e.g. all homework assignments, all projects, all papers, etc.) may or may not be eligible for flexible assignment completion dates. This will depend on the course and should be discussed and agreed upon between student and instructor. **Students are not required to share any specific information about their disability with their instructor as part of this discussion.**
- Student and instructor together should fill out Section 2, if applicable, to indicate specific assignments that are eligible for flexible assignment completion dates. This will depend on the course and should be discussed and agreed upon by student and instructor.

**Student and Course Information**

**Student ID:** \_\_\_\_\_ **Student Name:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_ **Academic Advisor:** \_\_\_\_\_

**Semester:** \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer 1 \_\_\_ Summer 2 \_\_\_ Summer 3 \_\_\_ Year \_\_\_\_\_

**Course Name:** \_\_\_\_\_ **Course #:** \_\_\_\_\_ **Number of Units:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_ **Student Name:** \_\_\_\_\_

**Section 1:** Complete this section to address groups or types of assignments (e.g. papers, projects, etc.) and whether they are able to be completed flexibly. This section allows instructors to indicate whether all assignments of one type (e.g. homework) can be turned in with flexible dates throughout the semester. Instructors need not list individual assignments on this page if grouping them into assignment types is preferred.

**Assignment Type #1:** \_\_\_\_\_ Extra time allowed? Yes or No

If Yes, assignment can be turned in \_\_\_\_\_ days after the due date.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Assignment Type #2:** \_\_\_\_\_ Extra time allowed? Yes or No

If Yes, assignment can be turned in \_\_\_\_\_ days after the due date.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Assignment Type #3:** \_\_\_\_\_ Extra time allowed? Yes or No

If Yes, assignment can be turned in \_\_\_\_\_ days after the due date.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Assignment Type #4:** \_\_\_\_\_ Extra time allowed? Yes or No

If Yes, assignment can be turned in \_\_\_\_\_ days after the due date.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Assignment Type #5:** \_\_\_\_\_ Extra time allowed? Yes or No

If Yes, assignment can be turned in \_\_\_\_\_ days after the due date.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student ID:** \_\_\_\_\_ **Student Name:** \_\_\_\_\_

**Section 2:** Complete this section to address individual assignments and whether they are able to be completed flexibly. This section allows instructors to list specific assignments that may or may not be completed flexibly.

**Assignment #1:** \_\_\_\_\_ **Original Due Date:** \_\_\_\_\_

Extra time allowed? Yes or No If Yes, Updated Due Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Assignment #2:** \_\_\_\_\_ **Original Due Date:** \_\_\_\_\_

Extra time allowed? Yes or No If Yes, Updated Due Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Assignment #3:** \_\_\_\_\_ **Original Due Date:** \_\_\_\_\_

Extra time allowed? Yes or No If Yes, Updated Due Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Assignment #4:** \_\_\_\_\_ **Original Due Date:** \_\_\_\_\_

Extra time allowed? Yes or No If Yes, Updated Due Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Assignment #5:** \_\_\_\_\_ **Original Due Date:** \_\_\_\_\_

Extra time allowed? Yes or No If Yes, Updated Due Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_