



How to Complete Assignment Accommodation Agreement Form in the ARC Portal

Introduction

Students who have Extension on Assignments as an accommodation must first discuss the accommodation guidelines with their Professor. Once you have discussed guidelines, you may enter the agreement in your ARC Portal to activate this accommodation.

The student and instructor should discuss the below questions before student signs agreement in the ARC Portal:

Student Responsibilities:

In order to utilize your Assignment Accommodation you will need to complete the following steps:

1. Attend the first week of classes and review your syllabus to determine if you will need to utilize the Extension on Assignments Accommodation.
2. Email your professor(s) to schedule a meeting in order to discuss the Extension on Assignments Accommodation and agreed upon expectations for each specific class (see discussion questions below).
3. Discuss the below questions with Professor(s) and make note of agreed upon terms in order to enter them in the agreement.
4. Complete and sign the Extension on Assignments Agreement in your ARC Portal.

Please note: This accommodation is NOT retroactive, meaning it does not cover any prior work that has already been assigned and is past due before the Extension on Assignments Agreement has been discussed with your Professors, filled out and signed in the ARC Portal.

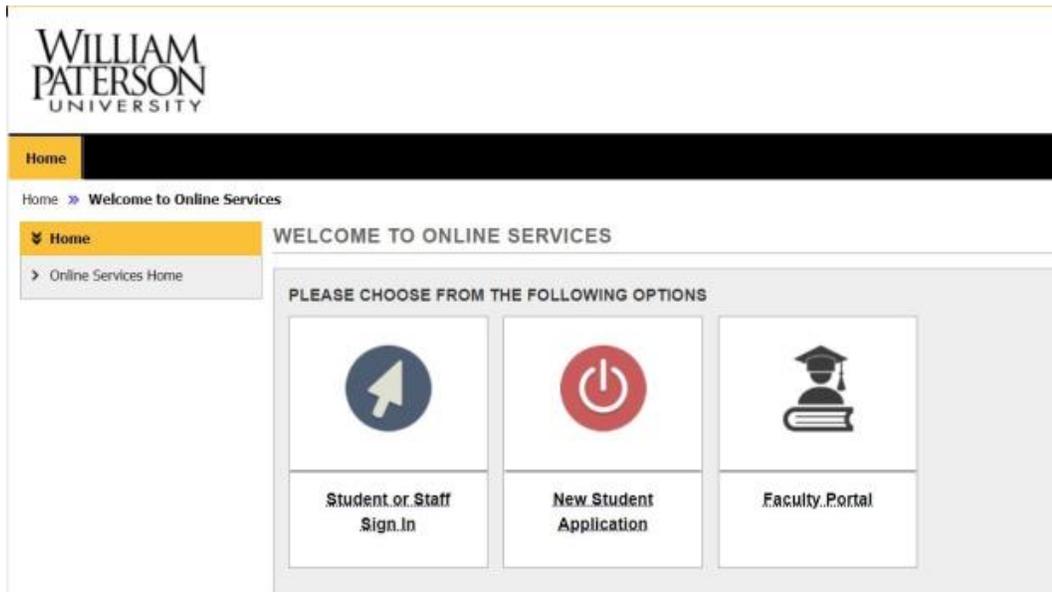


These questions **MUST be discussed with your Professor for each course you will use this accommodation and be entered into the ARC Portal.**

1. What is the assignment deadline policy as stated in the syllabus?
2. How many day(s) after the due date does the student have to submit the assignment for full credit? (please be as specific as possible and avoid vague language)
3. In the case of flare-up/impact of the student's condition, what is the best way the student should notify the professor that the extension of assignment accommodation will be used?
4. Are there key assignments in this course (i.e.; timely message board posts etc...) for which an extension is not a reasonable accommodation? If so, please articulate below.
5. Please list any other parameters or requirements related to reasonable assignment deadline extensions.

STEP BY STEP INSTRUCTIONS

1 - Log Into your ARC Portal at this link: [ARC Portal](#) and clicking on Student or Sign In. Login with your WPUNJ Student Name and Password. Note: your user id is the beginning of your WPUNJ email address before the @ symbol



2 - Click Agreements with Instructors under "My Accommodations"

The screenshot shows a user dashboard for 'Betty Boop'. The top navigation bar includes 'Welcome Betty Boop!', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. The main navigation menu on the left has 'My Dashboard' and 'Interpreter' tabs. Under 'My Dashboard', there are links for 'Home', 'My Accommodations', and 'Agreements with Instructors' (which is circled in red). The 'My Accommodations' section includes links for 'My Eligibility', 'List Accommodations', 'Alternative Testing', 'Alternative Formats', 'Notetaking Services', 'Deaf and Hard of Hearing', 'My Documents', 'My E-Form Agreements', and 'Agreements with Instructors'. The 'Agreements with Instructors' link is circled in red. The main content area shows an 'OVERVIEW' section with an 'IMPORTANT MESSAGE(S)' alert, a 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' section with a 'Generate PDF' button, and a 'SUMMARY OF ACCOMMODATION REQUESTS (CURRENT AND FUTURE)' section showing one request for 'Spring 2023'. Below this is a 'LIST ACCOMMODATIONS FOR SPRING 2023' section with a search filter set to 'Search All' and a 'Refine Search' button. The bottom of the dashboard shows a contact information section and a term selection section with 'Previous Term', 'Term: Spring 2023', and 'Next Term' buttons.

3 - Select Course in which you have discussed the agreement questions with your professor, and choose "Create Agreement"

The screenshot shows a yellow alert box with a warning icon and the text 'IMPORTANT NOTE - READ FIRST'. The text reads: 'You Have The Below Agreements with Instructors to Complete. You must discuss this accommodation with your Professors before filling out and signing this agreement. You may print the list of questions to discuss here: Questions for Extension on Assignments Accommodation: [Questions to discuss with Professors before filling out and signing the Extension on Assignments agreement](#) Questions for Attendance Accommodation Agreement: [Questions to discuss with Professors before filling out and signing the Attendance Accommodation agreement](#)'. Below the alert box is a term selection section with 'Previous Term', 'Term: Winter 2021', and 'Next Term' buttons. The main section is titled 'STEP 1: SELECT YOUR COURSE' and contains the text: 'Please select from the following list of classes to create an agreement with your instructor. If you are unable to find your classes below, please make sure your accommodation request has been approved and faculty or instructor has been notified.' Below this text is a 'Select Class:' dropdown menu with 'Select One' selected. A 'Create Agreement' button is visible next to the dropdown. The dropdown menu is open, showing 'Select One' and 'DIS 500.230 - Intro to Disney Princes'. Below the dropdown menu is a section titled 'LIST OF AGREEMENTS WITH INSTRUCTORS' which displays 'No Data Found - Please Try Different Search Option'.

4 - Select Instructor Name under the selected course

Welcome Betty Boop! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

Status: OFF
[Update Preference](#)

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > SMS (Text Messaging)
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing
- > My Documents
- > My E-Form Agreements
- > Agreements with Instructors

 Any questions or concerns? Use the following contact information:
Primary Advisor
Name: Joy Durham
Phone: Not Specified
[Send Email](#)

Important Dates

- > **January 21**
Last Day of Winter Sessions
- > **January 24**
First Day of Spring Semester
- > **February 21**
President's Day, University Closed. No Classes

IMPORTANT NOTE - READ FIRST

You Have The Below Agreements with Instructors to Complete. **You must discuss this accommodation with your Professors before filling out and signing this agreement.**

You may print the list of questions to discuss here:
Questions for Extension on Assignments Accommodation: [Questions to discuss with Professors before filling out and signing the Extension on Assignments agreement](#)
Questions for Attendance Accommodation Agreement: [Questions to discuss with Professors before filling out and signing the Attendance Accommodation agreement](#)

AGREEMENT FOR DIS 500.230 - INTRO TO DISNEY PRINCES

[Select One Instructor](#)

Please select the instructor who will be receiving this agreement, if it is not listed below, please contact our office:

Maria Block

Extension on Assignments Agreement

This agreement is ONLY valid AFTER discussing the questions with your Instructor. You may print the questions on this agreement here: [Questions to discuss with Professors before filling out and signing this agreement](#)

The purpose of this accommodation is because the Accessibility Resource Center has determined that extended time on course assignments is a reasonable accommodation when a student's disability impacts their ability to complete an assignment by the published deadline.

If the student has a disability with random or cyclical acute episodes, the accommodation allows for flexibility in assignment deadlines and make up work. **We do not encourage open-ended deadlines.**

Students should initiate a conversation with their Professors early in the semester, or upon onset of their disability, to determine how to apply the accommodation in this course. ARC staff is available to help facilitate this conversation if it is requested by any party. The outcome of the conversation should be recorded on this agreement and returned to arc@wpunj.edu.

If extensions are granted, specific information should be communicated between the Professor and student regarding the revised due date and time.

PLEASE NOTE: Unless otherwise specified in this agreement, all assignments and exams must be completed by the last day of class for the term.

1. **I have discussed the below questions with my Professor before filling out and signing this agreement.** *

YES

NO

Additional Note or Comment

5 - Enter Agreement Answers AFTER discussing with Professor.

PLEASE NOTE: Unless otherwise specified in this agreement, all assignments and exams must be completed by the last day of class for the term.

1. **I have discussed the below questions with my Professor before filling out and signing this agreement.** *

YES

NO

Additional Note or Comment

2. **What is the assignment deadline policy as stated in the syllabus?** *

3. **How many additional days would be reasonable for an extension and still allow for the student to fulfill the learning outcomes of the course?** *

4. **Are there key assignments in this course (ie; timely message board posts etc..) for which an extension is not a reasonable accommodation? If so, please articulate below.** *

5. **Please use the space below to list any other parameters or requirements related to reasonable assignment deadline extensions.** *

6 - Electronically sign by clicking the box next to "I have spoken to my Instructors regarding all agreements requested in my courses. If you have more than one agreement, this electronic signature applies to all agreements in that course.

Term(s) and Condition(s)

Please indicate that you have read and agreed to the following statement(s):

I have spoken to my Instructors regarding all agreements requested in my courses.

Submit Agreement with Instructor

Questions? Contact Us!

Please contact our office if you have any questions regarding your agreements with your instructors.

Accessibility Resource Center
William Paterson University
University Commons (Speert Hall, Room 134)
300 Pompton Road
Wayne, NJ 07470
Tel: 973.720.2853
Fax: 973.720.3293
E-mail: arc@wpunj.edu



Reminder! This accommodation is NOT retroactive and is only valid once you speak to your Professor, determine guidelines by answering questions above, and electronically sign this agreement. Professors will receive a copy of this agreement via email.