

## Oops Token

### Background

Providing room for flexibility in case a challenge arises that prevents students from completing an assignment on time helps to demonstrate caring for your students. It also encourages them to reach out and ask for help when needed which is key to developing self-directed learning skills.

Use an “Oops Token” or other “Pass” to soften class policies when needed (Darby, 2019). For example, students can use an “Oops Token” to extend a deadline or receive an excused absence.

### Implementation

To use an “Oops Token” lay out the guidelines ahead of time. You will most likely want to establish under what circumstances they can used. You may set them up as providing an extension or an excused grade. Determine how many tokens each student will receive and how they can be used. You may want to require that students contact you before an assignment is due if they plan on using a token. Set your parameters at the beginning of the course and stick to them.

### Sample Token or Pass

<b>Oops Token</b>	
This token is good for a three-day grace period on one assignment.	
To use this token, please contact me via email at least an hour before an assignment is due to let me know you will be using the token. Provided you have not already used your token, I will respond with a revised due date for the assignment.	
This token may not be used for the final term paper or the group project.	
<b>Oops Token</b>	
Date Used:	Assignment:
Original Due Date	Revised Due Date:
Student Signature:	
Instructor Signature:	