



Office of Academic Support and Disability Services

EXTENDED TIME ON COURSEWORK POLICY

Title: Extended Time of Coursework Policy

Policy Owner: Office of Academic Support and Disability Services

Contact Information:

Office of Academic Support and Disability Services

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Applies to: Juilliard Students and Faculty

Effective Date: October 1, 2019

The Juilliard School (Juilliard) and the Office of Academic Support and Disability Services (OASDS) are committed to ensuring all students have access to an education regardless of any permanent or temporary disability. Per the **Americans with Disabilities Act**, students of Juilliard can receive disability-related accommodations for courses. **Extended time** on coursework is an appropriate accommodation when a student's disability impacts their ability to meet assignment deadlines. Extended time is meant to provide limited flexibility for assignment deadlines (including, but not limited to, written work, aural/listening assignments, and other required work) to students experiencing injuries, hospitalizations, onsets or changes in conditions, pharmaceutical adjustments, random, cyclical, or acute episodes as a result of a permanent or temporary disability.

Extended Time Definition

Extended time is an increase in the amount of time allotted for a student to complete assignments or other applicable coursework. It is a disability accommodation approved for students who have formally registered/documented their disability with OASDS. Extended time is typically appropriate when a student's disability limits functionality and inhibits one's ability to participate in class, attend a class, or complete an in-class assignment, homework, or other required work by specified deadlines. After consulting with the student and faculty, OASDS will determine and list specific extended time allowances in the student's letter of accommodation. Extended time on coursework should be decided and approved well in advance of due dates.

Students in need of this accommodation must make a formal request by contacting [OASDS](#).

Extended Time Expectations

All students are expected to meet Juilliard's [Technical Standards](#) regardless of disability. Faculty will receive a signed letter of accommodation from OASDS stating approval. Students are not required to use this accommodation on all assignments if they feel it is unnecessary. Students are urged to meet with [OASDS](#) regularly if experiencing difficulty with scheduling and time management skills.

If the nature of the disability demonstrates a pattern of severely impacting a student's ability to sustain meeting course deadlines (regardless of accommodation), is acute, cyclical or episodic by nature, the student should be prepared to explore a withdrawal or the possibility of receiving the grade of incomplete for the course. In these instances, students are urged to meet with OASDS and speak with their dean, and [Juilliard's Academic Policies and Procedures](#) will be observed.

*It is best to have an accommodation and not need it than to need it and not have it available at the time of need.

Coursework Deadlines

To prevent unfair penalization and because of the time-sensitive nature of this type of accommodation, OASDS recommends that requests for extended time occur before or at the beginning of a semester.

Disability accommodations are not retroactive and only begin once the instructor has received an accommodation letter from OASDS stating the approved accommodations for that class.

Requesting extended time after missing a deadline will not be approved.

Extended time requests that are beyond a semester's grading period will not be approved, and the grade of incomplete may be assigned.

The Process to Request an Accommodation

1. A student must first have a physical or mental health impairment that substantially limits one or more major life activities, must be a person who has a history or record of such an impairment, or must be a person who is perceived by others as having such an impairment. OASDS will vet this information.
2. The student must register with OASDS by completing a Disability Accommodation Request.
3. The student should be prepared to provide supporting documentation of the history and diagnosis.
4. The student must meet with OASDS for an intake appointment.
5. If approved for an accommodation, faculty will be notified by the student presenting a letter of accommodation (provided by OASDS) listing all approved accommodations for that course.

Students must meet with OASDS each semester. Depending on the nature of the disability, additional supporting documentation may be requested each semester.

GRIEVANCE

Per the [Juilliard Disability Grievance Procedure](#), students who have a disability have the right to initiate a grievance if the student feels that Juilliard, or a Juilliard administrator or faculty member, is not complying with Juilliard's policies for students with disabilities or is not following the applicable laws on disability. The grievance procedure is readily available on the Juilliard website and is designed to provide students with a process for seeking review of the following: (i) an accommodation determination; (ii) a lack of adherence to Juilliard's policies for students with disabilities and/or the law; and (iii) the manner in which an accommodation granted to a student is complied with by those responsible for providing the accommodation.

LEAVE OF ABSENCE

If a student needs to be away from the institution for extended periods for medical, personal, or professional reasons, they may request a via Juilliard's [Leave of Absence Policy](#).

STUDENTS

Regardless of disability, students, are responsible for completing all coursework; however, when circumstances directly related to a disability(s) impact one's ability to meet course work deadlines, an extended time accommodation may be granted.

An extended time accommodation is not an excuse to not complete an assignment, but an opportunity to provide reasonable additional time to complete an assignment. If extenuating circumstances or time do not allow for an extended time or reasonable alternate learning solution(s), then an incomplete will be considered.

Students receiving accommodations should discuss any extended medical or health-related absences with Health Services and OASDS as soon as the need is determined.

OASDS considers extended time accommodations on a case-by-case basis.

Student Guidelines for Utilizing an Extended Time Accommodation

Students are expected to meet Juilliard's [Technical Standards](#) regardless of disability.



Any adjustments to an Accommodation plan are approved by OASDS on a case by case basis. Students are urged to contact OASDS as soon as an adjustment is needed.

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The amount of additional time granted for coursework scheduled on the syllabus will be determined after consultation with faculty and OASDS at the beginning of the semester. If a student is requesting additional time for coursework outside of the syllabus, the student must consult with OASDS.

All extended time accommodations will be determined by OASDS after consultation with faculty. Once extended time accommodations have been established, any modifications must be approved by OASDS after consultation with faculty.

Students may not request extended time on assignments that have already been submitted for grading.

Process for Extended Time Accommodation Usage

1. After being notified of the specific amount of extended time granted, students must meet with OASDS to examine their syllabus and identify coursework for which they would like to utilize the extended time accommodation.
2. Early in the semester and after meeting with OASDS, the student will email their faculty (copying OASDS) to inform them of the assignments for which they plan to utilize this accommodation. (This notification must be sent well in advance of an assignment due date.)

FACULTY

Juilliard faculty have the right to establish policies for deadlines. In certain disability-related instances, students may not be able to meet the [Technical Standards](#). Faculty are encouraged to explore the total maximum number of extended days, hours, and any ideas for alternative learning solutions with OASDS in advance. Students are encouraged to understand and expected to meet Juilliard's [Technical Standards](#) regardless of disability.

FACULTY NOTIFICATION OF THE USE OF EXTENDED TIME ACCOMMODATION

Any adjustments to an Accommodation plan are approved by OASDS on a case by case basis. Students are urged to contact OASDS as soon as an adjustment is needed.

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Students are encouraged to understand and expected to meet Juilliard's [Technical Standards](#) regardless of disability.

1. At the beginning of the semester, OASDS will consult with the faculty member to determine the specific amount of extended time approved for the student.
2. After the consultation, faculty should expect to receive an email from the student (with **OASDS** copied) informing them of the specific coursework for which the student intends to use their extended time accommodation.
3. Faculty must receive notice from the student of the intent to use their extended time accommodation at the beginning of the semester or well in advance of the assignment(s) due date(s).
4. If a student is requesting additional time for coursework outside of the syllabus, the student must consult with OASDS.
5. All extended time accommodations will be determined by OASDS after consultation with faculty.
6. Once extended time accommodations have been established, any modifications must be approved by OASDS after consultation with faculty.
7. Students may not request extended time on assignments that have already been submitted for grading.

When is Extended Time for Coursework Provided?

Extended time is provided if approved by OASDS via a signed accommodation letter. Accommodation letters are provided by OASDS and delivered to faculty via the student.

Extended time on coursework accommodations should only be provided without penalty if a student or OASDS has provided the faculty member a formal accommodation letter signed by an OASDS staff member. Additionally, students must notify OASDS and the faculty member (well in advance) of each assignment that this accommodation will be utilized.

OASDS may recommend **extended time on coursework** in situations like (or similar to) the following...

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1. As a result of a permanent or temporary disability, a student experiences an unavoidable functional impairment (random, medical, cyclical, and or episodic) that prevents them from completing coursework by the deadline.
2. An assignment not listed on the syllabus is expected to be completed **with** in a week.
3. An assignment is listed on the syllabus, but the material for its completion is delayed and is provided **less** than a week before its due date.

*Please note that if all students in the class are provided "extended time" or buffer time to complete assignments, legal guidance suggests that it would be discriminatory not to provide the extended time *in addition* to the time given to all students in the course.

The total amount of extended time accommodated for an assignment depends on the interactive or participatory nature of the course or is based on the department, Juilliard's accrediting rules. ***OASDS discourages faculty from negotiating the amount of time for an extended time on coursework accommodation directly with students and encourages consulting with OASDS staff.**

Faculty are urged to consider the following when coming to a determination about extending the time for coursework:

1. What does the syllabus say about deadlines?
2. What is the purpose of the assignment?
3. Is it necessary to complete the assignment before an exam or discussion?
4. Consider the options for how students actively participate in class discussions/activities?
5. Consider how classroom participation is factored into the final grade, and is this clear in the syllabus?
6. In what ways are students invited to interact with each other (in class, group work outside of class, via Canvas/email)?

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7. Will each week's material sequentially build on the material learned in the previous week(s)?
8. What are other options (tutoring or class meetings) for the student to attend to catch up on missed material?
9. What is the policy or options for making up missed assignments and turning in late work?
10. Is it possible or plausible for students to "work ahead" in this class?