EXTENDED TIME ON COURSEWORK POLICY

Title: Extended Time of Coursework Policy

Policy Owner: Office of Academic Support and Disability Services

Contact Information:
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Applies to: Juilliard Students and Faculty

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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.

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.
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. Faculty are urged to consult with OASDS if they feel it necessary to help determine a reasonable amount of extended time for a course or coursework. Extended time on coursework should be approved and decided well in advance of coursework due dates (OASDS recommends students remind faculty members at least two to three weeks in advance of an assignment).

Students who need of this accommodation must make a formal Disability Accommodation Request via the Juilliard Accommodate portal or by contacting OASDS.

Expectations of Students using an Extended Time Accommodation

All students are expected to meet Juilliard's Technical Standards regardless of disability. Faculty will receive an accommodation letter from OASDS via Juilliard Accommodate portal stating a list of approved accommodations. **Students should be instructed to provide their instructor with a two to three week advance notice (via email) of their intent to use the accommodation on a specific assignment(s).**

Students are urged to meet with OASDS regularly if they are experiencing difficulty with scheduling and time management skills.

To enact the Extended Time accommodation, students must email the faculty member (concurrently cc'ing OASDS) to notify them of their desire to use the accommodation for a specific assignment or the entirety of the course.

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Faculty are not expected to honor the Extended Time accommodation if a student attempts to enact it during the week the assignment is due. Therefore, OASDS urges students to notify their faculty member of the intention to use Extended Time on all assignments at the beginning of the semester or at a minimum of several weeks in advance for specific assignments.

**OASDS recommends a minimum one-day extension on assignments and, at most double the time stated in the syllabus. Students should consult with OASDS if they need more time than the extension the faculty member provided.**

If the nature of the disability demonstrates a pattern of severally 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 other options with OASDS (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.

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The Process to Request an Accommodation

1. Submit a completed Disability Accommodation Request via the Juilliard Accommodate Portal. Use your single sign-on access by logging into your Juilliard Okta account and clicking on the app in your dashboard. The app’s icon is the word “Accommodate” in blue.

2. Submit all supporting documentation.

3. Schedule and complete an intake meeting with an OASDS representative. Intake appointments may be conducted via Zoom, phone, or in person.

4. Review Juilliard’s Confidentiality Policy and Grievance Procedure to familiarize yourself with students’ rights and responsibilities.

5. If approved, you will receive a confirmation email containing a link to the Juilliard Accommodate Portal listing to view your accommodation(s) and follow-up steps.

6. Upon approval notification, you must again sign into the Juilliard Accommodate Portal and self-direct which accommodations will be sent to which professors. Remember, disability accommodations are not retroactive and begin once the professor receives an official accommodation letter.

By signing and submitting the Disability Accommodation Request Form, supporting documentation, and related materials, the student affirms that the information provided is complete and accurate and that they have read and understood the information provided by OASDS as well as the Juilliard policies and procedures.

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

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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 coursework 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.

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.

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.
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**

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.

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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…

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 within a listed time frame.

*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)?
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?

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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?

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