

Extended Time on Out of Class Assignments

The purpose of reasonable accommodations is to ensure equal access, and this extends to providing flexibility within class policies to ensure students with disabilities are not disproportionately penalized for exacerbations in their condition. Regardless of a disability, impairment or condition, all students are responsible for fulfilling the essential requirements of courses/programs/degrees, including meeting completion dates for assignments.

Students must factor in the reality of their own personal situation and use time effectively to complete assignments. Taking a heavy course load, having a job outside of school or other family commitments do not justify allowing an accommodation even if they have a diagnosed disability that may otherwise support this accommodation. While unlimited and excessive deadline extensions are unreasonable, some students have disabilities which can impact their ability to complete assignments as scheduled as a result of **unpredictable or cyclical acute episodes**.

The Extended Time on Out of Class Assignments accommodation refers to individually assigned papers, projects, etc. This accommodation allows for the **ability to complete and submit assignments within a reasonable amount of additional time as specified on the Faculty Contact Sheet**.

Disability Services Responsibilities:

1. Through the interactive process, Disability Services will determine if a student is eligible for extended time on out of class assignments, based on appropriate documentation from a qualified, treating medical professional. Disability Services will determine if the accommodation is appropriate in relation to the documented disability/condition and resulting functional limitations.
2. As appropriate, collaborate with the instructor and student to assist in developing a plan to successfully implement this accommodation.
3. Provide support to students and faculty when questions or concerns arise related to this accommodation.

Student Responsibilities:

1. Provide Faculty Contact Sheets (accommodation letters) to instructors to activate accommodations. Accommodations are not retroactive.
2. Review syllabi to become familiar with assignments, due dates, and expectations. Have an understanding if adjustments to assignment due dates will be possible for the particular class.
3. Should a need for an extension arise, and if the need is disability related, communicate with the instructor prior to the due date of the assignment that you intend to use your

Disability Services

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accommodation. Unless communicated with the instructor and agreed upon beforehand, an extension is not automatically granted for work that is due.

4. It is your responsibility to use this accommodation on an as-needed basis only, as overuse can result in failure to maintain course progress.
 - a. This accommodation should not be used to address scheduling conflicts, employment, appointments, or other personal obligations.
5. Submit your assignment on or prior to the accommodated deadline.
6. Contact Disability Services at ods@gmu.edu or 703-993-2474 with specific questions.

Instructor Responsibilities:

1. Upon receipt of a student's Faculty Contact Sheet (accommodation letter), assess whether or not you feel that extended deadlines as stated in the Faculty Contact Sheet would fundamentally alter course objectives.
 - a. If you believe the accommodation would create a fundamental alteration to essential components of the course, contact ods@gmu.edu or 703-993-2474 immediately. Consultation with Disability Services is required in determining if there is a fundamental alteration to the course.
2. Respond to a student's email/in-person communication to access their pre-determined extended time accommodation or to establish an accommodated deadline if the pre-determined extension is not indicated. If there are any concerns about a specific assignment, reach out to Disability Services immediately.

The extended time on out of class assignments accommodation does not apply for the following:

- Assignments for which due date has already passed (accommodations are not retroactive)
- Activities identified as class participation (e.g. discussion board threads)
- Quizzes, tests, exams including take-home exams
- Extending assignments beyond the end of course date (not intended to replace an "incomplete")
- Partner/group projects (Contact Disability Services for consultation as needed)
- Thesis/Dissertation/Capstone (contact Disability Services for consultation as needed)
- Any instance causing a fundamental alteration to course content/objectives

If there is a question if a particular assignment is within the scope of this accommodation, contact Disability Services for consultation.