

Accommodation Policy: Extended Time on Out of Class Assignments

This accommodation allows students to submit assignments within a reasonable amount of additional time beyond a set deadline. Disability Services created this accommodation because some disabilities are unpredictable and affect the ability to complete assignments on time. If a student is approved for this accommodation, the following statement will appear on their Academic Accommodation Letter:

Extended time for out-of-class assignments. Prior to the assignment deadline, student will notify instructor that they are in need of an extension: [amount of extended time]

The specific amount of additional time is specified on the Academic Accommodation Letter. This accommodation refers to papers, projects, and assignments assigned to students as individuals. Students must still use time effectively to complete assignments.

This accommodation does not apply to the following:

- Past assignments
- Delays from personal matters (e.g., heavy course load, having a job)
- Class participation activities (e.g., discussion board threads)
- Quizzes, tests, and exams, including take-home exams
- Assignments after the end of a course (not intended to replace an “incomplete”)
- Partner/group projects (Contact Disability Services for questions, as needed)
- Thesis/Dissertation/Capstone projects (contact Disability Services for questions, as needed)
- Fundamental changes to course content/objectives

See below for a summary of students’ roles in using this accommodation.*

Student Responsibilities:

1. Provide Academic Accommodation Letter to instructors. This will activate accommodations. Accommodations are not retroactive, meaning that they do not apply to past assignments/tests/courses.
2. Review course syllabi to become familiar with assignments, deadlines, and expectations. See if changes to deadlines will be possible for each class.
3. Inform instructors if this accommodation is needed before an assignment deadline.
 - a. If the student's accommodation does not include a specified amount of extended time, students and instructors must agree on the extension prior to the deadline.
4. Use this accommodation only as needed to continue making progress in courses.
5. Submit assignment on or before the adjusted deadline.
6. Contact Disability Services at ods@gmu.edu or 703-993-2474 with any questions.

*Antonin Scalia Law School students: Contact Disability Services.

See below for a summary of instructors' roles in using this accommodation.

Instructor Responsibilities:

1. Determine if this accommodation would fundamentally alter course objectives. If instructors do feel a fundamental alteration would occur, they must contact Disability Services.
2. Clearly note assignments and deadlines in course syllabi.
3. Engage with students (see Student Responsibilities above) to make arrangements for the accommodation to be implemented.

If you have questions regarding this form or the Disability Services process, please call our office at 703.993.2474 or email ods@gmu.edu. Thank you for your assistance.