

Title: 文件名:	Extended Time on Coursework Policy 课程延时政策
Policy Owner: 文件所有者:	Office of Academic Support and Disability Services 学术支持及残疾服务办公室
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Applies to: 适用于:	All Tianjin Juilliard Graduate Students 天津茱莉亚全体研究生
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Both The Tianjin Juilliard School (“Tianjin Juilliard” or the “School”) and The Juilliard School (“Juilliard”) are committed to ensuring all students have access to an education regardless of any permanent or temporary disability. Tianjin Juilliard adheres to Juilliard’s policy whereby students of Tianjin Juilliard can receive disability-related accommodations for courses.

**Extended time** on coursework is an appropriate accommodation when a student's disability impacts the student’s 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, and pharmaceutical adjustments, as a result of a permanent or temporary disability.

天津茱莉亚学院（以下简称“天津茱莉亚”或“学院”）和茱莉亚学院（以下简称“茱莉亚”）皆致力于确保所有学生都能接受教育，而不论其是否有任何永久或暂时的残疾。天津茱莉亚维护茱莉亚政策，即天津茱莉亚学生可以因残疾而对课程进行调整。当学生的残疾影响到学生完成作业的能力时，延长课程时间是一种适当的调整。对于那些因永久性或暂时性残疾而在经历受伤、住院、出现病情发作或变化以及经历药物调整的学生来说，延长时间意味着提交作业的期限（包括但不限于书面作业、听力作业和其他要求的作业）有了一定的灵活性。

Juilliard’s Office of Academic Support and Disability Services (OASDS) approves extended time accommodations as well as adjustments to an accommodation plan on a case-by-case basis.

**Individual faculty members may not provide accommodations related to a disability without the approval of OASDS.**

茱莉亚学院学术支持及残疾服务办公室（OASDS）可批准进行延时调整，并会根据具体情况把控调整计划。未经 OASDS 批准，教师不得提供与残疾有关的调整。

## Extended Time Definition 延长时间定义

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/documentated their disability with OASDS. Extended time is typically appropriate when a student's disability limits functionality and inhibits the student's ability to participate in class, attend a class, or complete an in-class assignment, homework, or other required work by specified deadlines.

延长时间是指增加分配给学生完成作业或其他适用课程的时间。对于已经正式在 OASDS 进行个人残疾登记/拥有记录的学生来说，这是被批准的残疾调整。如果学生残疾导致行动受限，妨碍了其在规定期限内出席，上课，或完成课堂作业、家庭作业以及其他要求，那么为其延长时间通常是妥当的。

## Process for Requesting an Extended Time Accommodation 延期调整申请流程

A student who has a physical or mental health impairment that substantially limits one or more major life activities, or has a history or record of such an impairment or perception of such an impairment by others, may request an extended time accommodation by following the procedure below.

如果学生身体或心理健康有缺陷，严重限制了一项或多项主要生活活动，或有某种缺陷的历史或记录，或被其他人认为存在某种缺陷，可按照以下流程进行延期调整申请。

1. The student must register with OASDS by completing a [Disability Accommodation Request](#); supporting documentation of the history and diagnosis may be requested by OASDS to determine eligibility.

学生必须在 OASDS 注册，填写《[残疾人士调整申请](#)》；OASDS 可能会要求其提供病史及诊断的证明文件以确定资格。

2. The student must meet virtually with OASDS for an intake appointment.

学生必须与 OASDS 进行线上联系，预约信息登记。

3. If approved for an accommodation, the student will provide the course instructor with an official letter from Tianjin Juilliard's Office of Student Development detailing all OASDS approved accommodations for that course. Students must meet in-person or virtually with OASDS each semester and may be required to submit additional supporting documents depending on the nature of the disability.

如果调整被批准，学生应将天津茱莉亚学院学生发展办公室的正式信函发送至教师，包括 OASDS 批准的该课程调整的详细说明。学生每学期必须亲自或在线上与 OASDS 会面，并可能被要求根据残疾的性质提交额外的证明文件。

4. Upon notifying the student of the amount of extended time granted, OASDS will meet virtually with the student to examine the relevant syllabi and identify coursework for which the student would like to utilize the extended time accommodation. Students are responsible for emailing a notification to the course instructor, copying OASDS and Tianjin Juilliard's Associate Dean of Student Development, about any assignment approved by OASDS for extended time well in advance of the assignment's due date.

通知学生延长时间后，OASDS 将与学生进行线上联系，检查相关教学大纲，并确定学生希望进行时间延长调整的课程。学生有责任在课业到期日之前，就 OASDS 已批准延长时间的任何课业，通过电子邮件告知课程导师，同时抄送 OASDS 和天津茱莉亚学院学生发展总监。

## Extended Time Accommodation

### 延期调整

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

无论是否身患残疾，学生都有责任完成所有课程作业；但是，若与残疾直接相关的情况影响到学生完成课程作业的能力，则可以为其进行延期调整。

An extended time accommodation provides a student with a reasonable amount of additional time to complete an assignment. If extenuating circumstances or time constraints do not allow for an extended time or reasonable alternate learning solution(s), then a grade of incomplete will be considered.

延期调整为学生提供了合理的额外完成作业的时间。如存在特殊情况或时间限制不允许延期或采用合理的替代学习解决方案，则将考虑让学生缓考。

After consulting with the course instructor and the student, OASDS will approve the accommodation in advance of coursework due dates and Tianjin Juilliard's Office of Student Development will issue a signed letter listing the extended time allowance, which will be delivered by the student to the course instructor. The accommodation may begin only upon the course instructor's receipt of this letter. Accommodations are not retroactive and should be requested well in advance of any due dates.

在与课程教师及学生协商后，OASDS 将在课程到期日前批准调整。此外，天津茱莉亚学院学生发展办公室将发出签名信，列出时间延长期限，学生应将该信函发送给课程教师。只有在课程教师收到本函后，调整方可开始。该调整不具追溯力，应提前申请。

Students are not required to use their approved accommodation on all assignments if they feel it is unnecessary but are advised to request ample and advance accommodations in the event there is need. Students are urged to meet with the Associate Dean of Students Development if experiencing difficulty with scheduling and time management skills regularly, or if requesting additional time for an assignment not listed on the syllabus.

如学生认为不必要，则不需要对其所有被批准的课程进行调整，但是我们建议其为必要的课程活动进行充分且及时的调整。如学生在时间安排和时间管理技能方面遇到困难，或要求额外时间以完成教学大纲中未列出的作业，则尽早与学生发展总监进行会面。

Once extended time accommodations have been established, students in need of an adjustment to the accommodation plan must make a formal request by contacting OASDS and communicate any approved modification to the course instructor.

一旦确定延期调整，需要修改调整计划的学生必须联系 OASDS 正式提出请求，并将任何被批准的改动通知至课程导师。

If the student's disability severely and consistently impacts the student's ability to meet course deadlines despite the accommodation due to its acute, cyclical or episodic nature, the student should consider a course withdrawal or possibly receive a grade of incomplete for the course. In these instances, students are urged to contact OASDS and speak with the Associate Dean of Student Development.

如果学生严重性、周期性或偶发性的残疾严重且持续地影响到了其在最后期限前完成课程的能力，即使已获批延期调整，学生应考虑退课或缓考。此种情况下，学生应尽早联系 OASDS，并与学生发展总监进行协商。

Students receiving accommodations should discuss any extended medical or health related absences with OASDS as soon as the need is determined. Students receiving one or more accommodations are still expected to abide by all Academic Policies and Procedures not directly impacted by their approved accommodation(s). Students are expected to understand and meet Tianjin Juilliard's [Technical Standards](#) regardless of their disability.

一旦确定需要，已进行调整的学生应就任何与医疗或健康相关的长期缺勤与 OASDS 进行讨论。已接受一个或多个调整的学生仍需遵守所有不受其获批调整直接影响的学术政策和流程。无论学生是否有残疾，都应理解并符合天津茱莉亚的[专业标准](#)。

## Coursework Deadlines

### 课程截止时间

Course instructors are expected to set assignment deadlines for all students, including those who have an approved extended time on coursework accommodation. 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.

课程导师应为所有学生设定作业截止时间，包括已被批准进行课业延期的学生。为了防止出现不公平处罚，且由于此类调整的时效性，OASDS 建议延期请求应在学期开始之前或之初提出。

In the case of a disagreement between course instructor and student about an extended assignment due date, OASDS discourages course instructor from negotiating the amount of

extended time on coursework directly with students and encourages the course instructor to work with OASDS to reach an appropriate resolution.

如课程导师和学生对延长后的作业到期日存在分歧，OASDS 不鼓励课程导师直接与学生就延长课业时间进行协商，而是期望导师能与 OASDS 协作以达成适当的解决方案。

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

错过截止日期的延期申请将不予批准。

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

超过学期评分期的延期申请将不予批准，学生或需缓考。

If students need to be away from the institution for extended periods for medical, personal, or professional reasons, they may request a leave of absence as outlined in Tianjin Juilliard's [Leave of Absence Policy](#).

如果学生因医疗、个人或职业原因需要长期离开学院，则可以按照天津茱莉亚[请假政策](#)申请请假。

## Guidelines for Faculty/Course Instructor

### 教师/课程导师指导政策

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

教师在决定延长课业时间时，应考虑以下几点：

**1. What does the syllabus say about deadlines?**

教学大纲对最后期限有何规定？

**2. What is the purpose of the assignment?**

作业目的是什么？

**3. Is it necessary to complete the assignment before an exam or discussion?**

有必要在考试或进行讨论前完成作业吗？

**4. Consider the options for how students actively participate in class discussions/activities.**

考虑如何能使学生积极参与到课堂讨论/活动中来。

**5. Consider how classroom participation is factored into the final grade and is this clear in the syllabus?**

考虑如何将课堂参与纳入最终成绩，这在教学大纲中是否已经明确？

**6. In what ways are students invited to interact with each other (in class, group work outside of class, via Canvas/email)?**

以什么方式邀请学生进行相互交流（课堂上、课外小组活动、通过 Canvas 系统/电子邮件）？

**7. Will each week's material sequentially build on the material learned in the previous week(s)?**

每周的材料是否会以前一周所学材料为基础？

8. What are other options (tutoring or class meetings) for the student to attend to catch up on missed material?

有什么其他选择（家教或班会）可让学生参加，以追上错过的材料进度？

9. What is the policy or available options for making up missed assignments and turning in late work?

有什么政策或可能的方式可用于弥补错过的作业和晚交作业？

10. Is it possible or plausible for students to "work ahead" in this class?

学生在这门课上“提前预习”是否可能或可行？

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

对于已经提交评分的作业，学生不得要求延长时间。

Faculty are encouraged to explore adjustments to assignment deadlines by emailing OASDS, taking into account the nature of the course and the particular assignment for which the extended time accommodation is requested.

我们鼓励教师通过向 OASDS 发送电子邮件来探讨调整作业截止时间事宜，同时考虑课程和需要延期调整的特定课业性质。

If all students in the class are provided "extended time" or buffer time to complete assignments, it is Tianjin Juilliard's policy to provide extended time in addition to the extra time given to all students in the course.

如班上所有学生都有“延长时间”或缓冲时间来完成作业，根据天津茱莉亚政策，除给所有学生额外时间外，还需追加延长时间。

## Confidentiality

### 保密性

Tianjin Juilliard recognizes that student disability records contain confidential information. Therefore, the documentation of a student's disability is maintained in a confidential file in the Office of Academic Support and Disability Services (OASDS) at Juilliard in New York. It is considered part of the student's education record under [FERPA](#) and is protected by FERPA restrictions and practices as well as applicable Chinese laws with respect to data protection. It is important to understand that a student's right to privacy is balanced by the School's need to have access to certain information in order to provide requested and recommended services and accommodations. This policy has been developed so that students, parents, faculty, and staff understand how such records are handled. The commitment of Juilliard and Tianjin Juilliard to maintaining the confidentiality of student disability records is paramount.

天津茱莉亚承认学生伤残记录包含机密信息。因此，有关学生残疾情况的文件被保存在纽约茱莉亚学院学术支持及残疾服务办公室（OASDS）的机密文件中。它被视为《家庭教育权利和隐私法案》（FERPA）下学生教育记录的一部分，受 FERPA 限制和实践以及适用的

中国数据保护法律保护。理解这点很重要，即学院为了提供被要求和建议的服务及便利而需要获取某些信息时，需要衡量学生的隐私权。本政策的制定是为了让学生、家长、教师和行政人员了解应如何处理此类记录。茱莉亚和天津茱莉亚对学生伤残记录保密的承诺至关重要。

Information related to a student's disability may be disclosed to a third party who is not an administrator or faculty member of Juilliard or Tianjin Juilliard only under very limited circumstances defined by FERPA as well as applicable Chinese laws with respect to data protection and made part of Juilliard and Tianjin Juilliard's practices. Such information will be disclosed (i) with the prior written permission of the student, (ii) by court order, (iii) in response to a legal subpoena, or (iv) where there is a risk of harm and a need to protect the rights and interests of the students or other individuals.

仅在 FERPA 规定的非常有限的情况下，以及适用的中国数据保护法规定的情况下，方可向非茱莉亚或天津茱莉亚管理人员或教师的第三方披露与学生残疾有关的信息，并将其作为茱莉亚学院及天津茱莉亚学院实践的一部分。信息将在以下情况下披露：（i）事先获得学生书面许可，（ii）经法院裁定，iii）应法律传唤，或（iv）存在损伤危险，需要保护学生或者其他个人的权益的情况。

Wherever there is conflict between FERPA and the PRC data privacy laws regarding data protection, the higher standards or requirements shall apply.

若 FERPA 与中华人民共和国数据安全及隐私相关法律在数据保护方面存在冲突，则应以更高标准或要求为准。

Further information can be found in the complete [Disability Confidentiality Policy](#).

更多信息请参见完整版《[残疾保密政策](#)》。

## Grievance Procedure

### 申述流程

Per the joint Tianjin Juilliard and [Juilliard Disability Grievance Procedure](#), Tianjin Juilliard students who have a disability have the right to initiate a grievance procedure if the student feels that Tianjin Juilliard, or an administrator or faculty member of Tianjin Juilliard, is not complying with Juilliard's and Tianjin Juilliard's policies for students with disabilities or is not following the applicable disability laws. This policy and procedure are 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 and Tianjin Juilliard's policies for students with disabilities; and (iii) the manner in which an accommodation granted to a student is complied with by those responsible for providing the accommodation.

根据天津茱莉亚和茱莉亚共同[残疾申诉流程](#)，如残疾学生认为天津茱莉亚或天津茱莉亚管理人员或教师，未遵守茱莉亚和天津茱莉亚残疾学生政策或不遵守适用残疾法律，则可发起申诉。本政策及流程旨在为学生提供寻求审查以下事项的途径：i）调整决定；（ii）不遵守茱莉亚和天津茱莉亚残疾学生政策；以及（iii）调整负责人依规为学生进行调整

的方式。