

## Explanation of Accommodations for Students/Instructors

### **General Information:**

Students who have accommodations will be issued an official Accommodation Letter from the ACCESS office. Students must request a new letter each semester and provide instructors with a current accommodation letter. Students and instructors need to discuss these accommodations in a **confidential** location and manner. **Instructors are under no obligation to provide accommodations until they receive a copy of an accommodation letter from the student.**

### **Flexibility with scheduling exams**

Exams need to be scheduled as close to the same day/time as classmates who are taking the exam. Due to a student's schedule and ACCESS office availability, it may be necessary to schedule the exam on another day/time. Flexibility with taking the exam one day before/after for scheduling reasons is considered reasonable. Students need to be aware of the open/close date for each exam as this will impact your ability to take the exam. Campus based tests need to be placed in the Testing Center by the instructor and will be picked up by the ACCESS staff to proctor. The test will be returned to the Testing Center once testing is complete. **See the exceptions at PRC/CPC**

### **Extra Time for Exams**

Spring Creek (SCC)-Students make arrangements directly with the ACCESS office for each campus based test. Fill out a request for an exam on-line or by filling out a paper form 5 working days in advance.

Preston Ridge (PRC) and Central Park (CPC)-Students requesting extra time only will take their exams in the Testing Center. Testing Center staff will make every possible effort to monitor the 1.5 time guidelines. If an instructor **does not** want the student to take the test in the Testing Center, please contact the ACCESS office at that campus for special testing arrangements.

On-line-students and instructor need to discuss how much advance notice is needed to schedule the exam that requires extra time. Instructors are responsible for creating an identical on-line format with extra time. Instructors may not substitute a paper exam.

### **Less Distracted Area**

All campuses-Students make arrangements directly with the ACCESS office for each campus based test. Fill out a request for an exam on line or by filling out a paper form 5 working days in advance.

### **Copies of Notes/Power Points**

If instructors use personal notes or Power Points in class, they are required to provide a copy to students who have those accommodations. It is best if they have a copy before class begins. The copies can be on paper, located on a web page link, sent through blackboard, or emailed. Students and instructors need to discuss this so both parties understand the method that will be used to receive notes.

### **Technology Devices**

Students are to use laptops/tablets during class only for class related assistance. They are prohibited from other activities such as surfing the net, emailing, playing games, completing homework assignments, etc. If the instructor determines the student is using the device for any purpose other than taking notes, approval to use the device will be void and the student may be subject to disciplinary action.

### **Recording Devices**

Recording the instructor's lecture is only for the student's personal note taking use. Students are not to post this information on any media including web based, email, or other computer based modalities. The instructor's lecture is part of his/her own educational property and cannot be circulated without his/her prior written consent. If an instructor determines the student is using the recorder in a manner outlined above, then the approval to use a recording device will be void and the student may be subject to disciplinary action.

### **Peer Note Sharing**

Some students may not feel comfortable asking another student for copies of their notes. They may want to remain anonymous and not discuss their disability. Instructors can make an anonymous announcement to the class to assist the student in locating a peer note taker. The note taker or the ACCESS student can use the copy machine in the ACCESS office for their copying needs. Likewise the ACCESS office can be used as the drop off/pick up place in order to protect anonymity.

### **Pre-Approved Formula Card**

This is an accommodation that does not qualify as a cheat sheet. It does not contain written steps, examples, or notes unless those items are provided to the entire class.. This is for formulas only. Students write down the formulas they want to use on a card ahead of time and give it to the instructor. The instructor may add or delete formulas. The instructor discusses this with the student and turns the card in with the test to the testing center. Students need to allow the instructor time to review the card prior to the exam. Instructors need to be sure to attach the card and indicate to testing personnel that it is an allowed item.

### **Tardy Leniency**

Some Students are allowed to enter class late or leave early in order to accommodate their needs as indicated on their accommodation letters. Instructors are asked to work with students needing this accommodation and refrain from having this need impact their attendance grade. It is the student's responsibility to enter/leave quietly and avoid letting the door shut loudly.

### **Medical Absences**

Students with this accommodation may have a condition that affects them on an intermittent basis, requiring them to miss class due to medical treatment, medical appointments, or a hospital stay. Students need to communicate with instructors via

email in advance of an absence or when an incident occurs. This accommodation does not give a student permission to skip class or be absent without notifying the instructor.

A student's grade may be affected by absences if the course syllabus explains the importance of attendance and participation in the course and outlines how a certain number of absences will affect a student's grade. Instructors are asked to work with students with this accommodation and be flexible with make-up work/exams. Instructors can ask for medical slips or notes from doctors if a student has been out for an extended period of time.

### **Classroom Attendant**

Their role is to serve as the student's hands in lab, class, and other situations. Students need to instruct the attendant on the task to be completed. Attendants will not do the work for the student. They will not participate in class discussions or ask questions unless it is to clarify information when taking notes for the student. Students as well as their attendant, note taker, or mobility assistant must be on time for class. The student must attend the class to obtain copies of class notes. If a problem should arise in the classroom / lab, the ACCESS student needs to contact their ACCESS adviser immediately. Faculty/staff cannot share information with the attendant due to FERPA-a federal confidentiality law.