

## Definitions of Disability Accommodations

All accommodations are determined on a case-by-case basis after student interview and review of acceptable documentation of the disability. Accommodations are meant to provide equal access to the class by removing barriers for the student. Below is a list of many accommodations with a description of each.

### Testing Accommodations

- **Extended time:** this accommodation is given to most of our students for a variety of different disabilities. Most will receive double time for tests and quizzes, but some may require more or less. This applies to online exams, as well.
- **Reduced distraction:** this accommodation is added when a student requires testing in a private room.
- **Testing in DS:** some students need to test in the Disability Services office for many different reasons. The student should be making appointments through the DS office to schedule. Exams should still be submitted to Testing Services, unless an electronic exam is required for conversion.
- **No scantron:** if a student has a mobility challenge or other disability preventing them from using a scantron, they will need a live scribe for tests and quizzes. All of these tests will be taken in the DS office.
- **Large print; CCTV (Flipper); magnifier; additional lighting:** most of our low vision students will require many of these accommodations. If a student needs to use a CCTV device for test taking it will be taken in the DS office. Students needing tests and quizzes in large print will need them enlarged to a specific font size (usually 22-24).
- **Braille/tactile materials:** some tests will need to be put in Braille. This is done in the DS office. Tests will need to be emailed in a Word document 4 business days in advance of testing appointment. Tests that have diagrams, graphs, or maps may need to have a tactile representation made. This is done in the DS office and should also be submitted 4 days in advance of testing appointment.
- **Assistive Technology:** examples of this accommodation include JAWS (screen reader), ZoomText (screen enlarging), BrailleNote/Braille Writer (for Braille readers), SmartPen (for prerecorded tests), Read, Write, Gold (text-to-speech), Dragon Naturally Speaking (speech-to-text). Students may need to use assistive technology in order to access their tests equally as their peers.
- **Separate portions of test:** some students require tests to be broken up into sections, allowing them to take a 5 minute break, as needed, in between sections. Faculty can determine where the test should be broken up.
- **Ear plugs/headphones:** students may need ear plugs for reduced distraction and/or noise cancelation. Students with hearing impairment that wear hearing aids may need to use headphones to amplify the sound with computer use.

### General Accommodations

- **Assistive Technology:** see the examples listed above.
- **Volunteer Note-taker:** the DS office may rely on help from faculty on securing reliable volunteer note takers. We will send information your way if we need assistance. Once secured, DS will discuss with both the student and note taker about delivery of notes.

- **Copy of notes/PowerPoints:** if this accommodation is listed, and you have lecture notes and/or PowerPoints for your classes, please provide these to the student.
- **Audio record lectures:** if a student utilizes this accommodation they are required to sign a form through the DS office, agreeing not to share the recordings, reproduce them, destroy them at the end of the semester, or post them on any public or private website or social media. Some students will use a SmartPen for this purpose or their own personal recording device.
- **Use of laptop/technology in class:** students may need to access PowerPoints, etextbooks, or take notes on their laptops. Students with a vision impairment may need to use a CCTV in order to access notes written on the board or projected on a screen. This will require someone from the DS office to accompany the student to class. Faculty will be notified if this is the case.
- **Large print/tactile diagrams:** students with a vision impairment may need to have diagrams, graphs, maps, or other images with tactile representation. This will be done in the DS office. Materials need to be emailed or dropped off to DS at least 4 days in advance of class use. Large print diagrams or assignments will need to be enlarged to a designated font size (usually 22-24).
- **In-class assistant:** students with a vision impairment or a mobility disability may require a classroom assistant for material handling, note taking, etc. This is especially true for lab classes.
- **Preferential seating:** student can sit where he/she can best obtain the information that is presented in class. For students that record lectures, the front is optimal. Some students require a seat in the back, by the door, etc. The seat they will require should be listed on their Letter of Accommodations. Student and faculty should collaborate on arranging seating.
- **Stand/move break and/or momentarily leaving class:** students may need to take a break and step out of class, periodically. DS strongly encourages students to communicate with faculty if this is an accommodation they feel they will need so any necessary arrangements can be made, regarding any missed material.
- **Sign Language Interpreter and/or Real-time captionist (CART):** students that are deaf or hearing impaired may have a sign language interpreter live in class or use a remote real-time captionist. DS has a separate form entitled "Working with Captionists and Interpreters" under the faculty resources tab, for more information on this. Any videos or movies being used in class will need to have closed captioning if they are not already captioned. It is strongly recommended to find movies/videos that have captioning included. There is information about captioning under the faculty resources tab, as well.
- **Adjustment to attendance, as reasonable:** many students have disabilities that have flare-ups, may require extra doctor visits and/or hospitalizations, etc. and may cause a student to periodically miss class. If a student has to miss class directly relating to their disability they should either communicate this to faculty directly or via the DS office. If they will be missing for an extended period of time the student, faculty, and DS should implement a plan to make up necessary assignments and/or exams on a case-by-case basis. If it is determined that the number of absences will fundamentally alter the nature of the course, other arrangements may need to be made.
- **Additional time to complete in-class assignments:** if the class is working on a reading or writing assignment during class, and it is due at the end of the class time, students with this accommodation will be eligible to have extra time to complete this assignment. It is up to faculty to determine when the assignment should be completed and to communicate this to the student.

- **Early syllabus/assignments:** this accommodation is provided for students that might need extra time to complete assignments. This accommodation gives the student more time by providing it to them before the rest of the class receives the assignment.
- **Other:** this list of accommodations only highlights the more common ones provided for students. There are always other accommodations given, based on the student's needs, on a case-by-case basis. Some may be more complicated and/or specific and will need to be discussed with faculty individually. If this is the case, DS will reach out to faculty directly to discuss these accommodations. Faculty is always welcome to ask for additional explanations on specific accommodations or express any concerns they may have.