

## Accommodation Descriptions

### **Student With Disability**

A student who has completed the Disability Support Services (DSS) registration process and has been approved for academic accommodations/modifications. Student is not required to disclose disability or diagnosis, and details of accommodations should be treated as confidential.

### **Accommodated Testing**

Requires that student receive modifications to tests, quizzes, and exams. May include modifications to test material, format, time frame, answer format, or the testing process itself. Details specific to individual students may be found in other codes such as: Reader/Scribe, Extended Time, Quiet Environment, Alternative Format, and Other. Instructors have the option to accommodate students themselves, provided they have appropriate space and resources. DSS offers a Testing Center, which provides a full range of testing accommodations, as a service to instructors. There is an established protocol that must be followed in order for faculty and students to utilize the Testing Center.

### **Captioned Film or Transcript**

Requires that all video and audio media be captioned, or for student to be provided a transcript. This includes required viewing and recorded lectures (does not apply to students' self-made recordings).

### **Accessible Environment**

Requires that student be provided reasonable modifications to campus environments, including classrooms, housing, and other areas.

### **Front Row Seating**

Student may choose where to sit in the classroom. Student may request a seat be reserved, and students without this accommodation may be moved to satisfy the requirement. (Student choice is not limited to front row of class.) Supersedes seating chart/class policy.

### **Reader for Tests/Oral Testing**

An attendant will read written (digital or hardcopy) tests out loud for student(s). DSS Testing Center provides this service.

### **Occasional Tardiness/Absence Chronic Illness**

Permits relaxation of classroom attendance policy. Student is not required to submit doctor's notes for each absence or tardy (DSS may require additional

### **Other (as Specified)**

Used to indicate accommodations approved by DSS which do not appear on the standard list. Also used to expand upon or provide additional information about accommodations/modifications.

### **Quiet Environment**

Requires that student be given a quiet, reduced-distraction environment for test taking. Examples: DSS Testing Center, empty classroom, instructor's office, conference room. Unacceptable: closets, hallways, janitorial rooms, any trafficked environment, or one that is not climate-controlled. Having the student start in the classroom and then move to another area is not permissible.

### **Use of Recording Device**

Student is permitted to record lectures. May use dedicated recorder, smartphone or tablet application, smart pen, or laptop. Supersedes class policy.

### **Alternative Test Format**

Tests, quizzes, or exams are given to student in format other than original. Examples: paper vs. digital, oral vs. written, Braille vs. printed, written answers vs. Scantron.

### **Extended Time-test, quiz**

Student is given extended time to complete tests, quizzes, and assignments. Time-and-a-half is the standard, but some students may be approved for longer periods. Example: Test normally given in 50-minute class period will have a 75-minute period to complete. Students with conflicts such as back-to-back classes must schedule an alternate testing time.

### **Calculator**

Student is permitted to use calculator on tests and assignments. Supersedes class policy.

### **Reader/Scribe**

Students may require an attendant to read tests to them and/or write test answers for them. DSS Testing Center provides this service.

documentation from student). Note: does not permit student to miss unlimited number of classes.

**Large Print**

Student receives all texts in large print (at least 18 point, but may vary by individual). Includes books, syllabuses, handouts, tests, assignments, worksheets, flyers – any printed material, digital or hardcopy.

**Material Present/Access Format**

Materials used for classes are produced in an accessible format. This covers materials other than standard texts, such as graphs, diagrams, images, software, and other resources that may be specific to certain classes.

**Access to Lecture Notes**

Instructor will provide lecture notes to student, potentially including outlines, PowerPoints, and overhead-projected documents. Usually accomplished through Blackboard or email. Note: not all instructors use lecture notes. Instructor may assist student with finding a classmate who takes good notes that student can copy.

**Assistance In Locating Tutors**

DSS staff will provide tutor referral service to student. Instructor may be aware of resources to share with student, such as departmental tutoring.

**Word Processor/Laptop**

Student is permitted to use electronic device (laptop, tablet, Braille writer, etc.) for note-taking in class or for typing documents that would otherwise be handwritten. Supersedes class policy.