

## Accommodations 101

Accommodations are modifications to conditions that would otherwise cause a student, because of a disability, to be at a disadvantage relative to students without a disability in their access to the university's programs for students. Reasonable accommodations provide equitable access to programs or facilities and do not fundamentally alter the essential nature of a course or academic program. Accommodations can be requested by a student via a submission of a [Public Accommodation Request](#), which can be accessed under *Related Links* on the [Office of Disability Services \(ODS\) website](#).

The following list of accommodations are ones that are most commonly seen in the Office of Disability Services (ODS), not an inclusive list of all accommodations. Accommodations are determined on a case-by-case basis and unique to the needs of each student.

### Alternate Chair/Table

The student needs a chair and/or table that is either wheelchair accessible or accessible to his/her specific needs. A standard desk with an attached seat is not accessible to the student. Please consider assisting the student with this request if the classroom chair/table is not accessible.

### \*\* Calculator

The student needs the use of a calculator to assist with simple math calculations that are required, but are not an essential learning objective of the course. This refers to both in classroom and/or on exams. Faculty can determine the type of calculator that is appropriate and/or if a calculator is appropriate to use for an exam.

### Captioned Videos

The student needs to have all course videos captioned for full access to the materials. If assistance is needed to complete this task, please contact the Center for Teaching and Learning to coordinate your video submissions for captioning. In addition, please ensure that any YouTube videos or movies that you use for your course have captioning available. The Center for Teaching and Learning can be contacted by calling (724) 738-2473 or by contacting the Director, Dr. Brian Danielson at (724) 738-2473 or [brian.danielson@sru.edu](mailto:brian.danielson@sru.edu).

### \*Consideration for Absences

The student has documentation to support his/her need for unexpected absences due to the nature of his/her disability. Often, the symptoms of the student's disability or medical condition are unpredictable or they are ones that need immediate medical attention. Students with this accommodation are informed that communication with the professor key to this

accommodation due to the faculty member being the professional who sets the requirements and standards for attendance for the course.

As a way to assist with communication between students, faculty, and ODS, we have created a [Consideration for Absences Procedure and Agreement Form](#) available on our ODS website under the [Faculty Information](#) tab as well as within the Resources tab in *Accommodate*. The purpose of this form is to facilitate discussions about how to apply this accommodation to a given course by balancing the student's need for a reasonable accommodation and maintaining the academic integrity of the course. Once a student gains approval for a consideration for absences accommodation, he/she is required to follow the documented procedures. Please refer to this document for further information.

### **Digital Recorder**

The student is permitted to use a digital recorder in the classroom. Please note that when a student is provided with a recording device through our office, he/she is required to sign a [Recorded Lecture Agreement](#), available under the Faculty Information tab on our ODS website.

### **Distraction Reduced Environment**

The student needs to take an exam in an environment with less distraction than what the classroom can offer. This can be an area that is separate from the rest of the class that contains a small group of students or it can be in ODS. If the exam is being taken in ODS, the student is responsible for following the appropriate steps to schedule a test in our office so that this environment can be utilized.

### **Enlarged Font**

The student requires enlarged font for classroom handouts, quizzes, exams, diagrams, etc. in order for the course materials to be accessible. Please provide all of these course materials in the font that is communicated by the student and noted on the accommodation letter. In addition, please consider having all course content uploaded into D2L for easy access.

### **\*Extended Time for Assignment Completion**

The student has documentation to support a need for additional time to complete assignments due to the nature of his/her disability. He/she is expected to meet with their instructor in advance to discuss reasonable extensions on assignments. If you are asked to honor extended time the day that an assignment is due, you are not required to honor that extension. In this instance, please consider asking for a medical excuse to assist you in your decision on whether or not to honor the requested extension.

### **\*Extended Time on Exams (1.5, Double Time, Triple Time, Extended Time)**

The student is allowed more time than the amount of time given for any in-class exams, quizzes, or timed essays. Time and a half, double, and triple time can easily be calculated if the exam is being taken in the classroom or conference area with the professor. If the exam is being taken in ODS, the student is responsible for following the appropriate steps to schedule a test in our office with the time extension. "Extended Time" means the student has as much time as needed to complete the exam, yet this is an accommodation that will eventually cease due to ODS focusing on time requirements. For example, if a student has 1.5 or time and a half, the student would receive one and a half hours to take a one-hour exam.

**Kurzweil Reading Software**

The student uses reading software to read textbook materials, electronic handouts, and any other documents that are available for the course on his/her laptop. ODS provides the student with a license to this software so that he/she can utilize this software to assist with understanding and accessing course materials. The student must provide our office with proof of purchase for a text before we request an electronic copy for his/her access.

**Laptop**

The student is permitted to use a laptop to take notes during class or to type answers to an exam or quiz. The student is instructed to use the laptop for classroom activities and not for personal use during class time.

**Leave Classroom Temporarily**

The student may need to exit the classroom quickly due to symptoms of or conditions related to his/her disability. Please allow the student to leave and do not draw attention to his/her brief absence.

**\*Make Up Exams and Assignments**

The student has documentation to support his/her need for unexpected absences due to the nature of his/her disability. Often, the symptoms of the student's disability or medical condition are unpredictable or they are ones that need immediate medical attention. Students with this accommodation are informed that communication with the professor key.

**Need to Eat/Drink in Class**

The student needs flexibility to eat or drink in class (provided that it does not pose a safety issue) due to the nature of his/her disability.

**Note Taking or Assistance with Lecture Notes**

The student has been approved for note taking services available through ODS. Once our office is aware that a student has been approved for note taking services, we will reach out to the students in the course to find a volunteer note-taker. If we are unable to find a note-taker, we will reach out to the faculty member to provide us with suggestions for a note-taker or to announce the need for one to the entire class.

Note-taker assignments are confidential. Neither the note-taker or the student receiving notes will know which student in the class needs or takes the notes. Faculty will be able to access the assigned note-taker by using the *Accommodate* system.

The student who will be utilizing notes from another student in the class is informed that he/she is still required to take notes. The note-takers notes are only a supplement to what he/she is taking during each class session.

**Preferential Seating**

The student is permitted to have preference with seating arrangements in the classroom. He/she will likely sit where he/she is comfortable but please assist the student as needed to sit in a location that he/she prefers.

**Reader for Exams**

The student needs exams read to him/her via spoken voice or a recorded exam. Students who have been approved for this accommodation will typically take their quiz or exam in ODS and either a student worker, graduate assistant, or professional staff member will perform this task. The reader is not permitted to answer any questions about the exam and can only provide information to the student directly from the exam. If there is a question regarding the exam, the student is permitted to contact the professor for clarification. If the exam is being taken in ODS, the student is responsible for following the appropriate steps to schedule a test in our office with the time extension. If the professor and student decide that an exam can be completed with the professor, that can be organized with the professor and ODS would not have to be contacted.

**Scribe for Exams**

The student needs assistance with writing or recording answers for exams due to the nature of his/her disability.

**Sign Language Interpreter**

The student needs a sign language interpreter for full access to course materials. When this accommodation is in place, the certified interpreter will attend classes with the student and provide the student with visual interpretation of the spoken language in class. It is likely that this accommodation will be paired with captioning services.

It is highly recommended that faculty continue to look at, speak to, and ask questions of the student when any communication occurs, not the interpreter. The interpreter is only there to relay the information to and from the student.

**Smart Pen**

The student is permitted to use a Smart Pen recording device in the classroom. Please note that when a student is provided with a recording device through our office, he/she is required to sign a [Recorded Lecture Agreement](#), available under the Faculty Information tab on our ODS website.

**\*\* Spelling Aid**

The student is permitted to use a dictionary or spell check device during in class writing assignments and exams, when it is not an essential learning objective of the course. The student is provided this access so that he/she is not penalized for basic spelling and grammar errors when they are otherwise able to provide accurate responses to the questions that are asked. Faculty can determine whether this accommodation is permissible based on the course objectives.

*\*Students are notified that a reasonable amount of time must be coordinated with the professor*

*\*\*Students are notified that under certain circumstances, (i.e. course requirements) not all accommodations may be permissible by the professor*