

## **Accommodation Description Sheet: Accessibility Services**

Accessibility Services (AS) provides accommodations to ensure that students with disabilities have equal access to an education. Students need to give sufficient notice that an accommodation is necessary. The Accessibility Services office does not mandate that instructors modify essential course requirements on behalf of the student. The following accommodations may be approved for students by the AS office based on their accessibility needs. A Letter of Accommodation will be provided to you by the student.

### **Alternate Media and Assistive Technology**

The student is approved for conversion of printed course materials into an accessible format, to be created by Accessibility Services. We ask that class materials such as course syllabus, overheads, PowerPoint presentations, impromptu readings (journal articles, etc.) be provided in print or electronic format to AS as early as possible.

### **Audio for Exams/Quizzes**

The student is approved to have their quiz/exam in a format that can be read aloud through a software program called Read & Write. During the quiz/exam the student will access a secure computer to play the audio.

### **Braille for Exams/Quizzes**

The student is approved to have their quiz/exam in Braille format.

### **Dragon Naturally Speaking for Exams/Quizzes**

The student is approved to use this speech-to-text program for their exam.

### **Large Print for Exams/Quizzes**

The student is approved to have their quiz/exam enlarged.

### **Screen Magnification Software for Exams/Quizzes**

The student is approved to have their quiz/exam in a format that can be magnified by software such as ZoomText or Windows Magnifier.

### **Screen Reading Software for Exams/Quizzes**

The student is approved to have their quiz/exam in a format that can be read aloud through software programs such as NVDA or JAWS.

### **Textbooks in Alternate Format**

The student is approved to have their textbooks in a format where the textbook can be read aloud through a software program called Read & Write GOLD.

### **ASL Interpreting/Captioning Services**

#### **Captioning Services for In-Class Lectures**

The student is approved to have a Captionist who will transcribe all spoken information during the lecture, on-campus appointments, tutoring, etc.

**FM System**

The student is approved to use this equipment to amplify sound during lecture, on-campus appointments, tutoring, etc.

**Sign Language Interpreters**

The student is approved to have a Sign Language Interpreter who will interpret all spoken information during the lecture, on-campus appointments, tutoring, etc.

**Miscellaneous****Advocacy with Instructors**

A student is approved for this accommodation due to extenuating circumstances that may require advocacy directly from a AS Access Advisor. Advocacy may include working creatively with chairpersons, lead faculty members, instructors, and other staff members as deemed necessary by the student and the Access Advisor.

**Double Time in Writing Center**

The student is approved to meet with a writing tutor for up to 60 minutes. This accommodation is utilized in the Writing Center as scheduled with a copy of the student's Letter of Accommodation.

**Lab Assistant**

The student is approved to have an identified individual (hired by Accessibility Services) attend each lab and assist with the physical mechanics and dexterity requirements of lab activities that the student is unable to complete independently. This could include (but is not limited to) the retrieval of supplies or equipment, lifting, pouring chemicals, etc. The Lab Assistant is to act only as the student's hands or eyes.

**Personal Care Attendant in Classroom**

The student is approved to have a personal care attendant to assist with personal needs as an accommodation within the classroom. The PCA is to act as a non-academic participant within the learning environment.

**Unscheduled Absence Plan**

The student is approved for an unscheduled absence plan when there is a severe medical condition and/or psychological condition that will significantly impact the student's ability to attend class. Students may inquire about flexibility with attendance and/or assignments due to a disability that may be episodic in nature. This form requires the student and instructor to create and agree upon a plan for the student to meet all course requirements.

**Use of Podium/Specialized Seating**

The student is approved to stand at a podium or use a specific chair during lecture or lab. This accommodation requires the student and Access Advisor to complete a Furniture Request Form.

**Note Taking****Audio Recording Device in Class**

The student is approved to audio record lectures with some kind of recording device (e.g. digital recorder, smartpen, mini tape recorder, phone, tablet, computer) in order to facilitate/support their [in-class] notetaking process.

**Electronic Device for Note Taking**

The student is approved to utilize a device such as a laptop or tablet to type notes.

**Instructor Notes for Study Purposes**

The student may approach their instructor to request advance copies of class lecture notes, overheads, power point presentations, etc. [when available] in order to facilitate/support their in-class notetaking process. If notes/resources are not already created by instructor, the instructor is under no obligation to create them.

**Copy of Peer Notes**

The student is eligible to receive a copy of a peer's notes. The student may ask a fellow classmate or instructor for assistance in locating someone in class to take notes on their behalf. Students may pick up a Notetaker Notebook (a carbon-copy notepad designed to provide a duplicate copy of pages of classroom notes) from AS and/or request to receive digital copies of a peer's notes.

**Testing Accommodations****Calculator**

The student is approved to use a basic, 4-function calculator when, due to the nature of their disability, he/she has difficulty with math calculations.

**CCTV**

The student is approved to use this equipment to magnify print materials.

**Color Overlays**

The student is approved to use transparent, colored sheets to place over print documents if standard white paper is difficult to view.

**Distraction-Reduced Testing Space**

The student is approved to take assessments in a distraction-reduced space due to a disability that may affect attention, focus, and concentration.

**2x on Exams/Quizzes**

The student is approved to have extended time to complete quizzes and exams for a variety of access needs.

**Food/Drink in Private Room During Exams/Quizzes**

The student is approved to have access to food/drink in a private testing room during exams/quizzes.

**Frequent Breaks During Exams/Quizzes**

The student is approved to take more than two (2) breaks during exams/quizzes.

**Height Adjustable Testing Desk**

The student is approved to use a desk that can be raised or lowered to an optimal height.

**Keyboard to Type Exams/Quizzes**

The student is approved to use a computer to type their answers for exams/quizzes.

**Medical Device/Item in Testing Space**

The student is approved to bring a medical device/item into the testing space while testing (e.g. feeding tube in backpack, insulin pump that is monitored via phone app, medication, etc.). All medical devices and their accompanying storage bags will be visually checked for academic integrity purposes. Students requiring medical device/item in testing space must meet with a AS Coordinator to discuss specifics/logistics of how the accommodation will be provided.

**Memory Aid**

The student is approved to use an instructor-approved memory aid on tests and quizzes. Memory aids comprise one side of an 8.5x11 inch page (with the exception of Large Print adjustments). Testing Center staff (or the instructor) provide a copy of the approved memory aid to the student to use on the day of the test or quiz. Memory aids must be returned to the Testing Center (or instructor) at the end of the test or quiz.

**Personal Care Attendant in Testing Room**

The student is approved to have a personal care attendant available to assist with personal needs in the testing environment (this may include redirection/cueing to task, assisting with physical mobility, and/or tending to medical needs). The PCA is to act as a non-academic participant within the testing environment.

**Private Room**

The student is approved to take assessments in a distraction-free space due to a disability that may affect attention, focus, and concentration.

**Scribe for Exams/Quizzes**

The student is approved to be assisted by a AS scribe for exams/quizzes for mobility needs, visual tracking, and some written language disabilities. This accommodation is utilized in the AS office as scheduled.

**Scribe for Scantron Sheets**

The student is approved to be assisted by a AS staff member who will transfer exam/quiz answers to a Scantron sheet. This accommodation is utilized in the AS office as scheduled.

**Spell Check Access**

The student is approved to use Microsoft Word Spell Check when necessary.

---

**Accessibility Services**