

Accommodation Description Sheet: Disability Services

Disability Services (DS) 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 Disability 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 DS 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 Disability 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 DS 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 interpret 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 DS Advocate. Advocacy may include working creatively with chairpersons, lead faculty members, instructors, and other staff members as deemed necessary by the student and the Advocate.

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.

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 Advocate 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.

Note-Taker Notebook

This is a carbon-copy notepad, given to the student by DS, designed to provide a duplicate copy of pages of classroom notes. The student may ask a fellow classmate or instructor assistance in locating someone in class to take notes on the notebook.

Testing Accommodations

Attendant or Aide in Testing Room

The student is approved to have an attendant for medical or mobility support as an accommodation within the testing room.

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. Please contact the Disability Services Testing Desk at (614) 287-5089 if you have questions about signing the Student Testing Agreement Request (STAR), completing the Test Administration Request Form (TARF) or how we receive assessments.

Food/Drink in Testing Area

The student is approved to have access to food/drink 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.

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 DS scribe for exams/quizzes for mobility needs, visual tracking, and some written language disabilities. This accommodation is utilized in the DS office as scheduled.

Scribe for Scantron Sheets

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

Spell Check Access

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