

COMMON CLASSROOM ACCOMMODATIONS

The accommodations that are typically seen on an accommodation letter are described below in more detail. Accommodations listed on a student's accommodation letter have been deemed appropriate by Disability Support Services staff based on disability and documentation. With the exception of approved accommodations listed on the accommodation letter, students with disabilities should be treated equally to their peers without disabilities. If at any point you should have a question about an accommodation, please contact DSS.

CLASSROOM ACCOMMODATIONS

- **Preferential Seating:** Some students with disabilities may request help from their instructors in obtaining appropriate, or preferred, seating in the classroom. Reasons for preferential seating vary, but may include needing to sit close to the instructor or board to access information more easily, seating next to the door or exit, seating next to an interpreter, wheelchair accessible seating or seating in the back of the room in case breaks are necessary so as to decrease distractions in the classroom.
- **Volunteer Note-taker:** Student's needing note-taking assistance are to work with the professor to receive a copy of notes from another student taking the class. This accommodation ensures that a student is receiving adequate class notes that may not otherwise be possible. Please reference the Instructor Responsibilities section for more information on arranging volunteer note-takers in your classroom. If the instructor and the student have difficulties in setting up a volunteer note-taker in their class, the student needs to contact DSS as soon as possible.
- **Sign Interpreters and Other Deaf/Hard of Hearing Services:** It is common for students who are deaf/hard of hearing to have an interpreter or transcription services set up in their classrooms. Typically the interpreter sits/stands in the front of the room so the student can see the instructor, the interpreter and access visual information. Please reference the Sign Language Interpreters section for more information on Sign Interpreters and other Deaf/Hard of Hearing Services in the classroom.
- **Recording Class Sessions:** Some students benefit from recording audio format and is allowed when the student provides proper notification to the instructor. Students sign an audio recording contract to ensure that the recording will not be disseminated to other parties, other than the instructor of the class upon request. It is the students responsibilities to provide their own recording materials and discuss with the professor appropriate classroom placement and location. If the instructor feels uneasy about allowed sessions to be recorded, the instructor should contact DSS as soon as possible.

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- **Allowing students to leave or move about the classroom:** Sitting or standing in the same position for an extended period of time may exacerbate a student's disability, or student's may need to leave the classroom to attend to disability related needs such as medication. Students are asked to situate themselves in the classroom that would be the least distracting should breaks or the ability to leave the classroom be a part of their accommodation. It may be beneficial for the instructor and the student to discuss seating options and timing of breaks ahead of time.
- **Use of laptop for note-taking in class:** Some disabilities inhibit the ability of students taking notes by hand, or as rapidly as the course instruction progresses. As such, some students are granted the opportunity to use a laptop to take notes in their classrooms, allowing the ability to take notes faster and keep pace with the rest of the class. Students are advised to use the laptop for the sole purpose of taking notes, and should not engage in any inappropriate behavior such as checking their email, browsing through social websites, or surfing the web.

TESTING ACCOMMODATIONS

- **Extended time:** Students with disabilities may require extra time to complete their tests or quizzes. This accommodation applies to both in-class and online tests or quizzes, but does not apply to take-home examinations. Extended time is granted based on documentation and is typically in the amount of time and a half. Extended time allows the student to be tested based on mastery of skill and not speed.
- **Distraction Reduced Environment:** Some students with disabilities may request a reduced distraction environment to take their exams because of how their disability affects them taking exams. This does not guarantee an environment free from distraction, but does ensure an environment with less distractions than the classroom environment.
- **Reader for Exams:** Some students with disabilities may require that the exam questions be read aloud to them. Typically a DSS staff member will read the exam questions verbatim to the student.
- **Scribe or Use of a Computer for Exams:** Some students with disabilities will be allowed to use a computer or scribe for essay or short answer exams. This allows the student to avoid physical fatigue and to provide legible answers to the exam questions. Students use DSS computers that have access to word processing programs and assistive technology software but no internet (unless required for the exam or quiz).