How Accommodations Are Arranged

1. A student submits valid documentation of a disability and the need for accommodations to Accommodative Services.
2. The Director reviews the documentation.
3. Together, the Director and the student discuss possible reasonable accommodations to ensure classroom access. After appropriate accommodations are determined, an Accommodation Plan form is prepared and signed by the Director and the student.
4. The student also reads and signs Guidelines for Classroom Accommodations, which outlines the responsibilities of both the student and the office.

Faculty Involvement Initial Meeting With Student

1. The student's identity and disability are always kept confidential.
2. The faculty member and student discuss the reasonable accommodations for classroom access as outlined in the Accommodation Plan. If the student has not presented documentation to Accommodative Services and developed a Plan, s/he should be instructed to do so.
3. Any mutually agreed upon adjustments reached by the faculty member and the student are recorded on the Plan.
4. The faculty member signs the Plan and keeps a copy. The student returns the original to Accommodative Services.

Implementation of Accommodation Plan

1. The faculty member, the student and Accommodative Services work together to fulfill the Plan.
2. If applicable, the faculty member reads an announcement to the class requesting, for example, a reader/note taker. (Appropriate announcements are always included with the Accommodation Plan.)
3. If applicable, the faculty member indicates on the Plan who will monitor exams, faculty or Accommodative Services.

Exams

Exams often need to be administered in a distraction-reduced environment, apart from the rest of the class. Also, many require extended time. Preferably, these exams are monitored by faculty, as, under most circumstances, the least number of complications are likely to occur. When the faculty member monitors the exam, any last minute changes to the exam can be easily implemented, a student's questions can be immediately answered and the logistics of transporting the exam are eliminated. Accommodative Services continues to locate exam readers or scribes when necessary. When Accommodative Services monitors the exam, the student and the instructor must work out the details using an Exam Scheduling Form, which the student obtains from Accommodative Services. The student is made aware that s/he must take the form to the instructor and return it to Accommodative Services at least 3 days in advance of the exam. The student signs guidelines each semester, which outline this as one of his/her responsibilities. We ask that faculty reinforce with students who need special exam arrangements the importance of completing Exam Scheduling Forms at least 3 days in advance of test dates, as many difficulties arise from lack of advance notice of exams.
Completed exams are returned using a special security envelope or e-mail when possible. Alternatively, faculty or a designee can pick up the exam. Accommodative Services can deliver exams to department offices within 2 business days of completion.

**Additional Information About Accommodations and Students With Disabilities**

The following circumstances arise from time to time and may cause confusion:

1. A student may never contact Accommodative Services. (Students with disabilities are not required to seek academic accommodations. Participation is completely voluntary.)
2. A student may wait until later in the semester to contact Accommodative Services and request services.
3. Students may forget or choose not to bring their Accommodation Plans to their instructors.
4. A student may stop using an accommodation at some point during the semester or may not follow through with arrangements.
5. A need for additional accommodations may arise during the semester.
6. A student may not be articulate about his/her disability and, consequently, may not represent himself or herself clearly.
7. A note taker or reader arrangement might not work out for one or both parties.
8. A student may seem to have a disability, but no official documentation exists.

These and other special circumstances may need to be examined as they occur. The Director is available to work with faculty and students to resolve concerns as they arise. **Questions or concerns about any of the above matters should be addressed to Accommodative Services, 111 Sisson Hall, 267-3267.**