



Accommodations Responsibilities

Academic and Career Services

ADA Services

General Responsibilities

Student

- Self-disclosing disability to the Academic and Career Services Office.
- Obtain accommodations at the beginning of each semester and then self-advocate to instructors what they need in specific courses.
- Students do not have to share information about their disability but can make known their approved accommodations to their instructors.
- Students will have to take responsibility for each accommodation for which they are approved and choose to utilize.

Instructor:

- Abide by responsibilities outlined for each accommodation student requests.
- Contact the ACS office if they feel that an accommodation is interfering with any essential elements of the course.
- Protect student's right to privacy.
- Do not ask about disability if the student doesn't self-disclose that information to you.
- Encourage any student to visit the Academic and Career Services office if they express the need for accommodations.

ACS Office

- Meet with students who self-disclose a disability to determine what reasonable accommodations will best help.
- Send student their specific accommodation letter and description of responsibilities.
- Work with Library staff to obtain technology needed to serve students.
- Be available for follow-up meetings with students.

Specific Accommodation Responsibilities

Separate room for testing

Student Responsibility: Schedule an exam time with Academic and Career Services (ACS) and request instructor to deliver exam to ACS Office.

Instructor Responsibility: Deliver exam to ACS office and fill out Test Proctoring Form. Delivery can be made in person, through interoffice mail or email to academicservices@hlg.edu.

Alternate format textbooks

Student Responsibility: Turn in a list of books needed to the Roland Library.

Instructor Responsibility: None



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Extended time on tests, quizzes and timed assignments

Student Responsibility: Remind instructor before exam that they are eligible for extra time. If extra time cannot be accommodated in the classroom, student will need to schedule a time with ACS.

Instructor Responsibility: Add extra time in Canvas for online exams. Deliver exam to ACS office and fill out Test Proctoring Form if extra time cannot be accommodated in the classroom.

Peer note taker

Student Responsibility: Contact instructor and request a peer note taker for the course. Pick up notes from ACS office. Students should continue to take their own notes during class. Notes will not be provided for missed class periods.

Instructor Responsibility: Make an announcement to the class, requesting a volunteer who is willing to share a copy of their notes with the ACS office. If notes are hand-written instruct the volunteer to take daily notes to the ACS office for copying. If notes are typed, they can be emailed to the ACS office at academicservices@hlg.edu.

Audio recording of lectures allowed

Student Responsibility: Check out voice recorder from the Roland Library and notify instructor that lectures will be recorded.

Lectures can only be recorded if the student is present. Recordings may not be copied or shared and may not be used during open note exams. Recordings must be deleted at the end of the course. Failure to follow these rules, may result in the loss of this accommodation.

Instructor Responsibility: None

Written instructions

Student Responsibility: Request written instructions as needed.

Instructor Responsibility: Written instructions can be delivered through Canvas or as a handout. If the student has a peer note taker, you may ask the note taker to include homework, project, etc. instructions in the notes.

Written due dates

Student Responsibility: Request written due dates as needed.

Instructor Responsibility: Written due dates can be delivered through Canvas or as a handout and should be provided to the student with reasonable notice. Work with the student in a good faith effort to determine a reasonable amount of time for notice, i.e., small homework assignments reasonable notice may be 1 week, papers may be 3 weeks, or large projects 4 weeks.



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Extended deadlines

Student Responsibility: No more than 7 days in advance and at least 48 hours before a due date, make a request **in writing** to your instructor. Extended deadlines apply to homework and projects **not** exams or quizzes. Requests can not be made less than 48 hours in advance or after the due date.

Instructor Responsibility: Work with the student in a good faith effort to determine a reasonable amount of time and set a new deadline. This provision cannot be applied retroactively and is not considered to be reasonable if it would constitute a fundamental alteration of an essential element of the course.

Digital copies of tests and quizzes, in order to access with transcription software and spell-checker

Student Responsibility: Request a digital version of the exam be sent to the ACS office.

Instructor Responsibility: Convert exam to Word, if needed, and send as an editable document to the ACS office at academicservices@hlg.edu along with test proctoring form.

ACS Office Responsibility: Prepare private work station with Windows Speech Recognition software, a microphone and headset.

Breaks from classroom, if needed

Student Responsibility: Make instructor aware of accommodation and leave and enter the room with as little distraction as possible.

Instructor Responsibility: None

Instructors Notes and PowerPoints

Student Responsibility: Request notes from instructor(s)

Instructor Responsibility: Provide notes through email, canvas or handouts to student.

Medical/Disability Absence

Student Responsibility: Inform instructors of accommodation and when missing class due to medical episode. Make up any missed in-class assignments. If more than one quarter of semester is missed, student must meet with ACS office and instructor to review accommodation and other options.

If a medical episode (and associated absence) coincides with a test, quiz, exam or assignment due date, a one-week extension from the original due date will be afforded (up to 2x per 16-week course).

Instructor Responsibility: If instructor associates a point value with daily attendance, the penalty would be waived up to one quarter of the term. Send make up exam, tests, or quizzes to ACS as needed.