

Accommodation Memo

To: _____

Regarding:

From: Services for Students with Disabilities

Date: _____

NOTE: THIS INFORMATION IS CONFIDENTIAL. PLEASE PROTECT THE PRIVACY OF THIS STUDENT.

Dear Instructor,

The aforementioned student will be in _____. The following accommodations are approved for this student by the Disability Coordinators at the Center for Student Success (according to Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990) based upon documentation and an evaluation of the student's needs. Revisions may occur pending additional information, changes in disability status, and/or periodic review. It is important that students discuss their accommodation needs with instructors in order to receive accommodations in each class. This student is expected to self-advocate for their accommodations during your office hours. Disability coordinators are available to discuss the student's needs and course requirements if necessary. Any questions can be directed to the Center for Student Success at 616-526-6155.

This student requires the following accommodations (*refer only to the checked items*):

- Volunteer note-takers recruited from class by the **Instructor**
- Recording of lectures (audio, video, photo, and/or auto-transcriptions) by the **Student (**Recorded Lecture Pledge form signed with professor)**
- Copies of lectures provided by the **Instructor** (*only if available*)
- Enlarged printed materials (e.g. syllabus, handouts, quizzes, tests) provided by **Instructor**
- Oral exams provided by the **Instructor**
- Reader for use during test-taking provided by the **Center for Student Success**
- Scribe for test-taking provided by the **Center for Student Success**
- Use of calculator for tests
- Reserved front row seating provided by the **Instructor**
- Closed-captioned films/videos provided by the **Instructor**
- Electronic textbooks provided by the **Center for Student Success** (still need to purchase print texts)
- Requires all articles and course packs to be provided in an accessible format
- Please do not penalize the student for spelling errors during in-class writing. Out-of-class writing should be competent (*unless spelling is part of the course objective*).
- Modified Attendance (*contact Tim Mohnkern tsm9@calvin.edu or Lisa Kooy lrk6@calvin.edu with any questions*)
- Requires tests/quizzes electronically, so that assistive technology can be used.
- *Tests given in a distraction-reduced environment (provided by the Instructor, if possible)
- *Extended time on tests, provided by the Instructor if possible, (time and one-half to double time)
- Student may have an individualized Emergency Evacuation Plan
- Use of a computer for tests
- Modified grading (CR/NC)
- Other: modifications to course content – see Academic Course Plan

*When a student requires testing accommodations, they must plan with the professor prior to a scheduled test. An instructor may be able to accommodate the student in their department. Or, the student may opt to take their tests in Disability Services. Students must sign up for all tests in Disability Services at the following link: calvin.edu/go/disability-services. To schedule tests with Disability Services, sign-ups **must be completed 7 days prior** to the day of the test or exam

**Student should have a copy of the "Recorded Lecture Pledge" form from the Center for Student Success to sign with faculty member prior to recording lectures.

Accommodation Memo

Disability Coordinator

Name

Signature

Date

Student Agreement: Center for Student Success Testing Center

I understand, and agree to, the following responsibilities:

- Discuss accommodations with, and submit the Accommodation Memo to, each instructor
- Remind the instructor about the agreed testing arrangements/times **prior to every test.**
- If using the testing center: sign up for tests and final exams using the disability services website. Sign up for tests at least **7 calendar days** in advance of the scheduled test. If you fail to sign up within 7 calendar days, you will forego your use of the testing center for that test only.
- Take the test at the same time as the class, unless back-to-back classes interfere with extended time. *In that case, approval from the professor is needed to sign up for an alternate time.
- Arrive on time for all scheduled tests. If you arrive late, extended time allotments begin from the *originally scheduled test time*.
- Notify CSS if you need to update or cancel a test you had previously signed up for. If you do not show up for a scheduled test in CSS, without prior notice, the professor and Disability Coordinator will be emailed about the "no show".
- **We cannot accommodate changes** to CSS proctored exams (time/date) requested **fewer than 7 calendar days** from the originally scheduled exam date.
- If a student has a question or concern, they will contact disability services.

Please sign after reading each of the statements above:

Signature

Date