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# STUDENT AND CLASSROOM ACCOMMODATION DESCRIPTIONS

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The accommodations requested by each student in your class were carefully chosen based on the barriers specific to each student's disability. Students' accommodation plans are individualized to best meet student needs. Students are not required to disclose information about their diagnosis to Faculty or teaching staff.

ACCOMMODATION	DESCRIPTION
Alternative Testing	<p>Alternative testing accommodations may include:</p> <ul style="list-style-type: none"><li>• taking exams in a distraction reduced setting</li><li>• extra time for exams (this can be due to processing disorders, anxiety, language or math disorders, etc)</li><li>• use of computer</li><li>• use of a reader</li><li>• stop-the-clock breaks (where a student can take breaks without losing testing time)</li><li>• no scantrons</li></ul> <p>When students have an 'Alternative Testing' accommodation, faculty is required to complete an Alternative Testing Contract in AIM to outline the parameters of the exam for proctors to follow. Please note we do not proctor online exams.</p>

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ACCOMMODATION	DESCRIPTION
Occasional Assignment Extensions (typically 2 per semester) arranged directly with faculty	Students who have chronic conditions with unpredictable flares are able to receive occasional extensions on course assignments as a disability related accommodation (typically 2 per semester). CARDS' expectation is that students will communicate the need for an extension to faculty in advance of the assignment deadline. CARDS gives guidance to students that extensions are expected to be reasonable, typically 1-3 days.
Disability-Related Absences in addition to professor's attendance policy per semester	Students who have chronic conditions that result in unpredictable symptom management may have an accommodation for disability related absences. If so, faculty will need to complete an Instructor Attendance Accommodation Proposal in AIM to identify the maximum number of absences possible in their course that will still allow a student to meet the course learning objectives. We encourage students to have clear communication with professors when using a disability related absence as well as a plan for how they will receive notes or any missed information.

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ACCOMMODATION	DESCRIPTION
Real Time Transcribing	Verbit is a software that captures audio to provide real-time transcription (captioning) to students. If you have PDFs or course documents that have relevant vocabulary, we suggest you upload them to your session link to help provide more accurate transcripts. In-person classes require a provided mic that can be worn to capture audio. We suggest repeating any questions asked aloud by students so they can be included in the transcript
Glean License for Audio Recordings of Lectures	Students with audio recording accommodations are able to use a cloud based software, Glean, to record their lectures to assist in notetaking. Students sign an agreement at the start of each semester not to publish or share recordings and are expected to destroy them at the end of the semester.
Permission to Leave Class	This accommodation provides students with permission to leave class for a short break without giving notice as symptom management can be unpredictable whether it be for mental illness, chronic medical conditions or any other disabilities.

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ACCOMMODATION	DESCRIPTION
Preferential Seating upon request by student	This accommodation provides the student with the ability to choose their seating based on the specific disability-based barrier they're experiencing. At times this can be to better capture audio recordings, to better access unexpected breaks, to lip read with more ease, etc. This accommodation does not always translate to the front of the classroom.
Access to Professor's PowerPoint/lecture notes ahead of time as negotiated with faculty	This accommodation provides the student an opportunity for independently taking lecture notes, structuring information according to key concepts, and reviewing the material prior to lecture to maximize retention during the lecture. This is also beneficial for students who may be using real-time transcription/ASL interpretation to access content during the lecture.
Faculty Class Notice	This accommodation provides specific information and guidelines to faculty regarding a student's condition in the case that there is an educational need for faculty to know, as in the case of a student who experiences seizures or has airborne allergies that can result in severe reactions.