Mathematics Procedures for Students Seeking Accommodations for Fall and Spring Semester Courses

This document outlines the procedures to be followed by students seeking accommodations in the Fall and Spring semesters.

Classroom Accommodations
It is your responsibility to initiate contact with your instructor about any academic adjustments needed for the course. This should happen as soon as possible and may be done before or after class or in the instructor’s office hours. Your instructor can only provide accommodations listed on your letter.

Exam Accommodations

For Students taking MA 13700, MA13800, MA 13900, MA 15300, MA 15400, MA 15800, MA 15910, MA 16010, MA 16100, MA 16200, MA 16500, MA 16600, MA 26100 or MA 26200.

Students in these courses are eligible to take evening exams and finals the same night at approximately the same time using their accommodations with the Department of Mathematics.

- You will be able to sign up to take exams with your accommodations via the Mathematics Exam Registration website via [http://www.math.purdue.edu/ada](http://www.math.purdue.edu/ada) within 5 days after you pick up your accommodation letters from the Disability Resource Center.
- The registration period lasts from 20 days before the exam until 7 days before the exam. Registration takes place using your career account on our Mathematics Exam Registration website via [http://www.math.purdue.edu/ada](http://www.math.purdue.edu/ada).
- Your exam check-in location will be emailed to your Purdue email address 3 days prior to the exam.

If you need to take a makeup exam or have exam accommodations that allow you to take your exam at an alternate time you must register to take your exam with the DRC.

- Receive permission to take an alternate exam from your instructor. Forms are available in Undergraduate Services Office in MATH 242. Return the completed form to MATH 242.
- Request your exam online at [http://www.purdue.edu/drctesting](http://www.purdue.edu/drctesting) a minimum of 3 business days in advance. This will start the registration process with the DRC Testing Center.
- Your instructor or Course Coordinator (or Proxy) will approve your request for the makeup through that system before the DRC Testing Center can administer the exam.

For Students taking MA 26500, MA 26600

Midterm exams will be proctored by the DRC Testing Center.

- Request your exam online at [http://www.purdue.edu/drctesting](http://www.purdue.edu/drctesting) a minimum of 3 business days in advance. This will start the registration process with the DRC Testing Center.
- Your instructor will approve your requests for a makeup exam through that system before the DRC Testing Center can administer the exam.
During Finals week you will take your exam at approximately the same time with your accommodations with the Department of Mathematics.

- The registration period lasts from **20 days before the exam until 7 days before the exam**. Registration takes place using your career account on our Mathematics Exam Registration website via [http://www.math.purdue.edu/ada](http://www.math.purdue.edu/ada).
- Your exam check-in location will be emailed to your Purdue email address 3 days prior to the exam.

**For Students in all other Department of Mathematics Courses**

1. Talk with your instructor as soon as possible about your accommodation needs, including the fact that you'll be taking your exams at the DRC Testing Center.
2. Request your exam online at [http://www.purdue.edu/drctesting](http://www.purdue.edu/drctesting) a minimum of 3 business days in advance. This will start the registration process with the DRC Testing Center.

**Quiz Accommodations**

After meeting with the instructor who is responsible for giving your quizzes and filling out the Quiz form with them that acknowledges your understanding of your responsibilities, the following procedures will be in place.

Quiz forms are available at [http://www.math.purdue.edu/ada](http://www.math.purdue.edu/ada) or in MATH 242.

1. Fill out the Quiz Form with your instructor and return it to MATH 242.
2. Attend the class session during which a quiz is being administered.
3. Copy, or have your note taker copy, the quiz problems from the blackboard.
4. Turn in a sheet at the same time other students turn in their quiz on which you write the date, your name, and sign your signature to show your attendance in class.
5. Work the quiz under the same conditions your peers had in the classroom (use of books, notes, etc.) with the academic adjustments that the Disabilities Resource Center deems you eligible for in your adjustment memorandum.
6. Turn in the quiz to your instructor’s mailbox before the next class session.

**Questions**

Your instructor should be able to address any questions or concerns you may have about academic accommodations. If you are unable to resolve your issues with your instructor contact the Associate Head at 494-1909