

Procedures for Students seeking accommodations: Summer Semester.

This document outlines the procedures to be followed by students seeking accommodations in the **summer sessions**.

You should give your instructor a copy of your accommodations letter within the first week of classes and inform them ahead of time if you plan to take your exams with accommodations in the testing center.

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

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. Contact the DRC Testing Center in YOUNG via <http://www.purdue.edu/drctesting> to start the appointment scheduling process.

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.

1. Attend the class session during which a quiz is being administered.
2. Copy, or have your note taker copy, the quiz problems from the blackboard.
3. 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.
4. 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.
5. 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.