

Information for **Summer Session** instructors in the Department of Mathematics

Instructor Procedures Concerning Students With Disabilities

In order to conform to the requirements of the Americans with Disabilities Act (ADA), the Department has established procedures to be followed when a student comes forward with a certification letter from the Disability Resource Center (DRC) under the Office of the Dean of Students (ODOS).

The procedures outlined here apply **only** to students who gave you a letter from the DRC stating that they are entitled to academic adjustments. The DRC may also send a duplicate letter to you.

Only provide accommodations for students who have presented you with a letter . Do not give accommodations beyond those given in the letter.

You should refer students who have no letter or who want accommodations different from those in their letter to the [Disability Resource Center](#).

Also keep in mind that, aside from the listed accommodations, you should base all other decisions (such as a missed exam/late option sheet, missed classes, etc.) the same as you would for any other student, giving no special consideration to the student's status as a person in need of accommodations.

Instructor Responsibilities

Keeping records and confidentiality.

When you receive an accommodations letter directly from a student or the DRC keep the letter for your records and maintain its confidential status.

It is the student's responsibility to initiate contact with you.

If you receive a letter from the DRC, do not approach an individual student on this matter if they have not initiated contact with you first. Doing so can be perceived as a breach of privacy. It is up to the students to decide when to initiate their accommodations by discussing them with you. Respect their privacy in this matter.

Read statement to students

On the first day of class read the following statement, which should be found on your course syllabus and/or ground rules:

During the summer session accommodations for your exams are managed between the instructor, student and DRC Testing Center.

Students should see instructors outside class hours – before or after class or during office hours – to deliver their Accommodation Memorandums and discuss their accommodations.

Determining accommodations requested

Each accommodations letter contains the following sections. A memo header, an introductory paragraph which describes why the student is requesting accommodations, responsibilities of the instructor, responsibilities of the student and responsibilities of the Office of the Dean of Students.

The accommodations requested are listed under the heading “Responsibilities of the Instructor”

Addressing classroom requirements unrelated to exams

Classroom accommodations can include, but are not limited to, requests to face the classroom when speaking, preferential seating, being provided copies of lecture notes and special conditions for in class quizzes and assignments. These requirements should be met as much as is feasible.

If the student has any in-class accommodations listed, discuss these accommodations with the student when they contact you.

Academic adjustments on in-class quizzes

If students have an accommodations request for in class quizzes, then the same accommodations they request for exams should be followed. To take an accommodated quiz they must fill out a quiz form – which instructor responsible for quizzes signs – attesting that they understand the following procedures:

1. Attend the class session during which a quiz is being administered;
2. Copy, or have their 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 they write the date, their name, and sign to show their attendance in class.
4. Work the quiz under the same conditions their peers had in the classroom (use of books, notes, etc.) with the academic adjustments that the Disabilities Resource Center deems them eligible for in their adjustment memorandum.

Forms are available online at <http://www.math.purdue.edu/academic/courses/ada>

Addressing exam accommodation requests

The DRC enacted it's own scheduling system that interfaces the student, instructor of record and the DRC. You will receive an e-mail inviting you to log into their system to provide deadlines and a copy of the exam.

Procedures for Students seeking accommodations: Summer Semester.

This document outlines the procedures to be followed by students seeking accommodations in mathematics courses during 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.