

This Document is for Instructors in the following courses: 11100, 13700, 13800, 13900, 15200, 15300, 15400, 15900, 16100, 16100M, 16200, 16200M, 16500, 16600, 26100.

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 syllabus and/or ground rules:

Students who have been certified by the Office of the Dean of Students-Disability Resource Center as eligible for academic adjustments should go to MATH 242 with a copy of their certification letter and request an Information Sheet for this semester, that explains how to proceed this semester to get these adjustments made in their mathematics course. It may not be the same as last semester. This should be done during the first week of classes or as soon as the student receives their letter. Only students who have been certified by the ODOS-Disability Resource Center and who have requested the DRC to send their certification letter to their instructor are eligible for academic adjustments.

Students who are currently undergoing an evaluation process to determine whether they are eligible for academic adjustments, are encouraged to find out now what procedures they will have to follow when they are certified, by requesting the above mentioned Information Sheet from MATH 242.

Large print copies of the Information Sheet are available from MATH 242 upon request.

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 the same accommodations they request for exams should be followed.

When a student for whom you received a letter from the ODOS, approaches you with this Form you must:

1. Verify that the student completed parts 1 and 2.
2. Fill out and sign part 3.
3. Return the Form to the student. Stress that adjustments on quizzes will not be provided until the original has been turned in to the Undergraduate Services Office (MATH 242) **and** the student brings you a copy.

Addressing exam accommodation requests

It is important to note that exam accommodations can only be met if:

- a) The Undergraduate Services Office (MATH 242) has received an accommodations letter from the student and
- b) The student files an Option Sheet **no later than seven (7) days** in advance of the exam.

NOTE: We strongly request students give their accommodations letter to the Undergraduate Services Office **during the first week** or as soon as they receive it to aid in the organization of administering exams.

On the rare occasions that students must arrange for testing or grading conditions for which the Department is not prepared, they need to be directed to Course Coordinator who will work with the student and the DRC to determine what is appropriate.

The **student** must give the **completed** Option Sheet to Undergraduate Services Office (MATH 242) personnel in person and before the deadline. Do not accept these sheets yourself.

Alternate exams sent over to the Testing Center by the Undergraduate Services Office (MATH 242) **require your approval**. Completing Part 3 of the form indicates your approval.

You do not otherwise need to sign the Option Sheet for common exams (all sections of the course taking the same exam at the same time).

Overview of the Procedures For Providing Academic Adjustments On Exams.

To receive **any** exam accommodations **students** must give the Undergraduate Services Office (MATH 242) **and** the instructor a copy of the certification letter outlining the required accommodations. This must occur **before** any Option Sheet can be filed and **at least 7 days prior** to an exam.

1. Students must fill out an Option Sheet before the exam and turn it in to MATH 242 **at least seven (7) days before** the exam. If this is not done there will be no exam set aside for them.
2. For students taking the common evening exam with accommodations, the department sets up special (proctored) rooms. This side of the Option Sheet does not require your signature.
3. For makeup exams or accommodations that specify daytime exams, students take the alternate exam in the Testing Center (SCHL B42). Include any deadline to take the exam in Part 3 of the Option Sheet.
4. The Undergraduate Services Office personnel notifies instructors via e-mail to pick up exams that have not been machine scored for grading.

Departmental policies for some accommodations requesting instructor action

- *Allow the student to use a calculator approved by the instructor, unless the intent of the exam is to test calculation skills.*
 - When calculators are not normally approved for exams, students entitled to this alternate method of testing will be allowed a non-programmable, non-graphing calculator only.
 - **Do not** approve any other calculator.
- *Allow the student to use a list of instructor-approved formulas as a memory tool, unless the intent of the exam is to test recall and/or knowledge of such formulas.*
 - Course coordinators or instructors initial crib sheets to approve them for use during an exam. The proctor is instructed to collect and return these to the Undergraduate Services Office with the exams.

OPTION SHEET FOR ACADEMIC ADJUSTMENTS ON MIDTERM EXAMS
Department of Mathematics – Spring 2010

Form A: Use This Side for Evening Midterm Exams

For a **daytime midterm** or an **excused absence** use **the other side** of this Option Sheet.

This form must be submitted to MATH 242 **at least 7 days before** each midterm exam

PART 1: Fill out

Select the exam for which you are filing for accommodations (circle only one):

exam 1 exam 2 exam 3

LAST NAME: _____ FIRST NAME: _____

STUDENT I.D. #: _____ EMAIL ADDRESS: _____

COURSE: _____ . _____ INSTRUCTOR NAME: _____
 course number section

If you have a reader/scribe accommodation, are you going to bring a DRC supplied reader/scribe? Yes No
Students contact the Disability Resource Center to make arrangements for a reader/scribe.

PART 2: Academic Adjustments For Evening Midterm Exams (Read and Sign)

The start times for exams with adjustments are calculated based on the start time for the regular exam.

Report to REC 308 on the day of the exam according to the following schedule:

Regular Exam Start Time	Adjusted Exam Start Time
Starts between 6 pm and 7:30 pm	Starts at 6:15 pm
Starts between 7:45 pm and 9 pm	Starts at 7:45 pm

All students are expected to take the exam at above specified times. **Be sure to bring ID.**

Please note: If you cannot take the exam at the above time you must get special permission to take an alternate exam. See the other side of this sheet for instructions and use that side to file for your accommodations.

I understand that, in order to get the adjustments I am entitled to, I have to take the exam in the location specified above, and that it is my responsibility to know where and when the exam is. I also understand that, in order to receive alternate testing conditions, it is my responsibility to follow the procedures and meet all the deadlines as explained in the "Information Sheet" (available from MATH 242) and that late "Option Sheets" might not be accepted.

Student's Signature : _____ **Date :** _____

OPTION SHEET FOR ACADEMIC ADJUSTMENTS ON MIDTERM EXAMS
Department of Mathematics – Spring 2010

**Form B: Use This Side for Daytime Midterm Exams or
An Excused Absence from an Evening Exam**

For an **evening midterm** use the **other side** of this Option Sheet.

This form must be submitted to MATH 242 **at least 7 days before** each midterm exam

PART 1 : Fill out

Select the exam for which you are filing for accommodations (circle only one):

exam 1 exam 2 exam 3

LAST NAME: _____ FIRST NAME: _____

STUDENT I.D. #: _____ EMAIL ADDRESS: _____

COURSE: _____ . _____ INSTRUCTOR NAME: _____
 course number section

PART 2: Fill out appointment information. Mark one box; read the statement; sign and date.

For either testing option, students must **make an appointment** with the Testing Center in Schleman Hall (49-41146) and fill it out below.

Date of appointment: _____ **Time of appointment:** _____

I will take the **same exam at approximately the scheduled time but with academic adjustments at the Testing Center.**

Due to an exam conflict/excused absence I have been approved by my instructor (see Part 3 for instructions) to take an **alternate (make-up) exam with academic adjustments at a time and/or day I have arranged at the Testing Center in accordance with any deadlines specified in Part 3.**

I understand that, in order to get the adjustments I am entitled to, I have to take the exam in the location specified above, and that it is my responsibility to know where and when the exam is. I also understand that, in order to receive alternate testing conditions, it is my responsibility to follow the procedures and meet all the deadlines as explained in the "Information Sheet" (available from MATH 242) and that late "Option Sheets" might not be accepted.

Student's Signature : _____ **Date :** _____

PART 3: Have this form filled out in accordance to the instructions below:

For **MA 11100, 15200, 15300, 15400, 15900** take this Option Sheet to the course coordinator and get a signature. For other courses, take it to the instructor for a signature. (If you have two instructors, take it to the lecturer.) Take this signed form **in person to MATH 242**. For daytime midterm exams this form must be filed **no later than seven (7) days** before the regular exam.

Instructor Signature : _____ **Date :** _____

If for an alternate exam, specify any deadline which applies: _____

OPTION SHEET FOR ACADEMIC ADJUSTMENTS ON FINAL EXAMS
Department of Mathematics – Spring 2010

Form C: Use the other side if your course does not appear here. Circle your course below.

11100 13700 13800 13900 15200 15300 15400 15900 16100 16200 16200.M02
16600 17400 22000 22100 22200 22300 22400 26100 26200 26500 26600 29000
(see other side for courses not listed here)

This form must be submitted to MATH 242 **at least 7 days before** the final exam

PART 1 : Fill out

LAST NAME: _____ FIRST NAME: _____

STUDENT I.D. #: _____ EMAIL ADDRESS: _____

COURSE: _____ . _____ INSTRUCTOR NAME: _____
 course number section

If you have a reader/scribe accomodation, are you going to bring a DRC supplied reader/scribe? Yes No
Students contact the Disability Resource Center to make arrangements for a reader/scribe.

PART 2: Select option, read and follow the directions and statement; sign and date

I will take the **same** exam at approximately the scheduled time but with academic adjustments.
Students who use this option must **report to MATH 242 at least 3 days before the final exam** to get the time and location of their final exam. **Be sure to bring ID to the exam.**

Due to an exam conflict/excused absence I have been approved by my instructor (see Part 3) to take an alternate (make-up) exam with academic adjustments at another time and/or day I have arranged at the Testing Center.

For this option only, **students must make an appointment with the Testing Center** in Schleman Hall (49-41146) and fill it out below

Date of appointment: _____ **Time of appointment:** _____

I understand the options outlined and that the choice indicated is binding for this exam. I also understand that, in order to get the adjustments I am entitled to, I have to take the exam in a different location, and that it is my responsibility to know where and when the exam is, and that it is my responsibility to follow the procedures and meet all the deadlines as explained in the "Information Sheet" (available from MATH 242) and that late "Option Sheets" might not be accepted.

Student's Signature : _____ **Date :** _____

PART 3: Get a signature if this *Option Sheet* is for one of the following:

- a **regular** final exam in MA 10800, 17000, 17300, 17400, 18200, 30000 or higher;
- an **alternate** exam in a course listed in the top box.

For MA 11100, 15200, 15300, 15400, 15900, 22000, 22100, 22200, 22300, 22400 get the course coordinator's signature. For **other courses**, get your lecturer's signature. Then take this signed form **in person** to MATH 242 no later than seven days before the regular final exam.

Instructor Signature : _____ **Date :** _____

If for an alternate exam, specify any deadline which applies: _____

OPTION SHEET FOR ACADEMIC ADJUSTMENTS ON FINAL EXAMS
Department of Mathematics – Spring 2010

Form D: Use the other side if your course does not appear here.

18200 25000 30000 and higher unless listed on the other side
(see other side for courses not listed here)

This form must be submitted to MATH 242 **at least 7 days before** the final exam

PART 1 : Fill out

LAST NAME: _____ FIRST NAME: _____

STUDENT I.D. #: _____ EMAIL ADDRESS: _____

COURSE: _____ INSTRUCTOR NAME: _____
 course number section

PART 2: Fill out appointment information. Mark one box; read the statement; sign and date.

For either testing option, students must **make an appointment** with the Testing Center in Schleman Hall (49-41146) and fill it out below.

Date of appointment: _____ **Time of appointment:** _____

- I will take the **same exam at approximately the scheduled time but with academic adjustments at the Testing Center.** (See Part 3 for further instructions).
- Due to an exam conflict/excused absence I have been approved by my instructor (see Part 3) to take an **alternate (make-up) exam with academic adjustments at another time and/or day I have arranged at the Testing Center.**

I understand the options outlined and that the choice indicated is binding for this exam. I also understand that, in order to get the adjustments I am entitled to, I have to take the exam in a different location, and that it is my responsibility to know where and when the exam is, and that it is my responsibility to follow the procedures and meet all the deadlines as explained in the "Information Sheet" (available from MATH 242) and that late "Option Sheets" might not be accepted.

Student's Signature : _____ **Date :** _____

PART 3: Get a signature if this *Option Sheet* is for one of the following:

- a **regular** final exam in MA 10800, 17000, 17300, 17400, 18200, 30000 or higher;
- an **alternate** exam in a course listed in the top box.

For **MA 11100, 15200, 15300, 15400, 15900, 22000, 22100, 22200, 22300, 22400** get the course coordinator's signature. For **other courses**, get your lecturer's signature. Then take this signed form **in person** to MATH 242 no later than seven days before the regular final exam.

Instructor Signature : _____ **Date :** _____

If for an alternate exam, specify any deadline which applies: _____

Form For Academic Adjustments On In-class Quizzes

Department of Mathematics - Spring 2010

PART 1 : Fill out

LAST NAME: _____ FIRST NAME: _____

STUDENT I.D. #: _____ EMAIL ADDRESS: _____

COURSE: _____ INSTRUCTOR NAME: _____

PART 2 : Read, follow directions, sign and date

I understand that, in order to receive the academic adjustments on in-class quizzes, that are described in the accommodations letter my instructor received, I have to do the following :

1. Attend the class meeting during which a quiz is being administered;
2. Copy or have my note taker copy the quiz problems from the blackboard;
3. Turn in a sheet on which I write the date, my name and sign my name, at the same time as the other students turn in the quiz (since this will show that I was present at that class meeting);
4. Work on the quiz later that day anywhere I want under the same conditions as the other students (the use of books, notes, calculators, getting help from others, etc.) and that I am allowed to give myself the academic adjustments (extra time, etc.) that I am entitled to according to the letter sent to my instructor by the Office of the Dean of Students-Disability Resource Center
5. Return the quiz by the time and at the location indicated below in PART 3.

I understand that I am not obliged to work on the quiz during class but that I should nevertheless wait and leave the classroom at the same time as the other students. I understand that I forfeit the right to academic adjustments on a particular quiz if I decide to turn in a solution when leaving the classroom instead of just turning in a dated and signed sheet of paper.

I understand that turning in neither a solution to the quiz when leaving the class nor a signed and dated sheet of paper will be interpreted as my having missed class and that, in that case, the course policies on making up missed quizzes will apply.

I understand that, in case I turn in a signed sheet at the end of class but do not hand the quiz to a staff member in the correct office by the deadline as described below in PART 3, I will receive a zero on that quiz.

I understand that using books, notes, calculators, or getting help from others, etc. on a quiz if not allowed by the instructor, will be considered as an act of academic dishonesty and will be reported if discovered.

Student Signature : _____ Date : _____

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PART 3 : Take this Form **in person** to your instructor who will fill out this part according to the instructions below and **return it to you**.

Instructor :

- If your mailbox is in MATH 630, circle MATH 630; otherwise, circle MATH 835;
- Sign and date the form;
- Return this form to the student.

Quizzes are due before the next class meeting and are to be returned to a staff member in

MATH 835

MATH 630

If the above marked office is closed, quizzes have to be returned by the same deadline as above to a staff member in MATH 835. (MATH 835 is open 8:00 am - noon and 1:00 pm - 5:00 pm.)

Instructor Signature : _____ **Date :** _____

Instructor Name (Please print) : _____

PART 4 : Follow Directions

1. Make two photocopies of this completed Form. (Photocopy machines are available in the Mathematics library on the 3rd floor of the Mathematical Sciences Building (MATH) and other libraries on campus)
2. Give one copy to your instructor and keep one yourself.
3. Turn in the **original** to MATH 242.

NOTE: You will **not** receive academic adjustments on in-class quizzes **until** you have given a copy of this Form to your instructor **and** have given the original to MATH 242.

Procedures for students seeking accommodations

This document outlines the procedures to be followed by students seeking accommodations in the following mathematics courses: 11100, 13700, 13800, 13900, 15200, 15300, 15400, 15900, 16100, 16100M, 16200, 16200M, 16500, 16600, 26100.

You should file your accommodations letter with the Undergraduate Services Office in MATH 242 **during the first week** or as soon as you receive it to aid in the organization of administering exams. No exam or quiz accommodation requests can be honored without a current copy of this letter on file with the Undergraduate Services Office.

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 in your letter.

Exam Accommodations

It is important to note that exam accommodations can only be met if:

- The Undergraduate Services Office (MATH 242) has received an accommodations letter from you and
- You file an Option Sheet **no later than seven (7) days** before the exam.

If there are two instructors for a course, the lecturer should be contacted for exam accommodations.

Evening Midterm Exams

Deadline: You must file an Option Sheet informing us of your intention to take an exam with accommodations **no later than seven (7) days** before an exam.

- For regular exams that begin on or before 7:30 pm your check-in time will be 6:15 pm in REC 308.
 - For regular exams that begin on or after 7:45 pm your check-in time will be 7:45 pm in REC 308.
1. Find the side of the Option Sheet marked "Use This Side for Evening Midterm Exams" or Form A.
 2. Fill out Part 1.
 3. Read Part 2 and sign and date the form.
 4. Plan to report to REC 308 on the day of the exam at the time listed on the Option Sheet. You may want to write this time down in a calendar or on the ground rules sheet so you know your particular exam check-in time.
 5. Return the Option Sheet to the Undergraduate Services Office (MATH 242) **no later than seven (7) days** before the exam. If you are late with your Option Sheet there will not be an exam set aside for you.

Make-up (Alternate) Midterm Exams

Deadline: Contact your instructor **immediately** if you know you will be missing an exam due to an excused absence or **immediately** after missing an exam. Make-up deadlines and policies vary by course.

1. Find the side of the Option Sheet marked “Use This Side for Daytime Midterm Exams or An Excused Absence from an Evening Exam” or Form B.
2. Fill out Part 1.
3. Report to the instructor and have them fill out Part 3.
4. Contact the Testing Center (phone: 494-1146) and schedule an appointment before any deadline your instructor listed in Part 3.
5. Write down the appointment information in Part 2 of the form and mark the option that you are taking a makeup exam.
6. Return the completed Option Sheet to the Undergraduate Services Office (MATH 242) **as soon as** you make your appointment at the Testing Center.

Final Exams

Deadline: You must file an Option Sheet informing us of your intention to take an exam with accommodations **no later than seven (7) days** before an exam.

1. Find the side of the Final Exam Option Sheet that has your course number on it.
2. Circle the course number.
3. Fill out Part 1.
4. If you are taking an alternate exam in any course see your instructor and have them fill out Part 3. Note any deadlines they establish before making an appointment in the Testing Center.
5. Read and Fill out Part 2 according to the instructions on the form.
6. Return the Option Sheet to the Undergraduate Services Office (MATH 242) **no later than seven (7) days** before the exam. If you are late with your Option Sheet there will not be an exam set aside for you.

Quiz Accommodations

You must have given both your instructor **and** the Undergraduate Services Office (MATH 242) your accommodations letter **and** a completed copy of the Quiz Form **before** you can receive quiz accommodations.

1. Fill out Part 1 of the Quiz Form
2. Read and fill out Part 2
3. In person, have your instructor fill out Part 3. This will give you a location and deadline for turning in quizzes.
4. Make two copies of the form. There are copiers in every Purdue library.
5. Return the original form to the Undergraduate Services Office (MATH 242) and give a copy to your instructor. Keep a copy for your reference.

Note: If you change sections of a course or add a new course you must fill out a new Quiz Form.

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: Johnny Brown, jeb@math.purdue.edu, 494-1909.