

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

Read statement to students

On the first day of class read the following statement, which should be found on your syllabus:

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.

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.

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 of classes** or as soon as they receive it afterwards to aid in the organization of administering exams.

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

Overview of the Procedures For Providing Academic Adjustments On Exams.

The Testing Center is not open in the evenings. If you give evening exams then **you** are responsible for accommodating students' needs appropriately. See the relevant section below for further details.

- 1 Before each exam the student makes an appointment with the Testing Center (SCHL B42) to take the test there at approximately the same time as the exam time and fills this information out on the Option Sheet.
- 2 You fill out Part 3 of the Option Sheet after the student fills out Parts 1 and 2 and return it to the student. Keep track of when students are taking exams in the Testing Center, this information is in Part 2 of the Option Sheet.
- 3 The student turns the Option Sheet in to MATH 242 **at least seven (7) days** before the regular exam.
- 4 You provide the appropriate exam accompanied with an Testing Center coversheet (also available in the Undergraduate Services Office) to MATH 242 at least three business days before the exam.
- 5 If you indicate on the Testing Center coversheet that you are available for student questions then you must be available to answer your phone during the student's appointment.
- 6 The Undergraduate Services Office personnel drop off and pick up the exam at the Testing Center.
- 7 You are notified via e-mail to pick up the exam for grading. Contact the Undergraduate Services Office if you do not hear from them after the student's exam date to make sure the exam was taken.

Evening Exams

If you hold an evening exam for your sections **you** are responsible for acquiring separate room(s) and staffing them with graduate graders to accommodate students.

Do not allow students to begin taking the exam with the rest of the class then stay in the room or move to your office. It is strictly forbidden as it creates privacy concerns and makes an unnecessarily stressful testing environment for the student.

Preparing for evening exams

Arranging for some accommodations takes forethought. Use the instructor instructions listed on the student's letter to guide your preparations, but keep the following in mind.

- Students who are bringing a reader or a scribe to the exam will need a room by themselves. Except for a proctor, there should be nobody but the scribe and the student in this room.

- Students who have room alone accommodations will need a room by themselves. Except for a proctor, there should be nobody but the student in this room.
- If their letter specifies that you must provide enlarged copies of materials, you must have a copy made of your exam enlarged to the size specified in the letter. Remember that the main office has a 1 business day turn around time for copies.
- The student may need a special desk in this room. The instructor instructions on the letter will give you the resources to help you make sure the room you provide is adequate.
- In distraction reduced environments proctors cannot move around the room or perform tasks that make noise, like typing or eating crunchy foods, and must space students out.
- Remember to schedule the room for enough time so that students are allowed all the time they are entitled to according to their accommodations

Procedures for Students seeking accommodations

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

You should file your accommodations letter with the Undergraduate Services Office in MATH 242 during the first week of classes 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 copy of this letter on file.

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

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 in person.
- 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.

For **make-up exams** contact your instructor **immediately** after missing an exam, or as soon as you know you are going to miss an exam due to illness or other excused absence and follow any deadlines they establish.

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

1. Fill out Part 1 of the option sheet.
2. Contact the Testing Center (phone: 494-1146) and schedule an appointment at approximately the same day and time as your exam. If you are taking the exam as a make-up exam make sure you follow the deadline your instructor has given you to take the exam.
3. Write down the appointment information in Part 2 of the form.
4. If you are taking the exam at the same time the rest of the class mark that option in Part 2. If you are taking a make-up or alternate exam for any reason, mark that option in Part 2.
5. Report to your instructor to have them fill out Part 3.
6. Return the Option Sheet to the Undergraduate Services Office (MATH 242) no later than seven (7) days before each 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.

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 :** _____

OVER

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.

OPTION SHEET FOR ACADEMIC ADJUSTMENTS ON EXAMS
Department of Mathematics – Summer 2009

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

PART 1 : Fill out

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

exam 1

exam 2

exam 3

final exam

Date of the regular exam: _____ Time of the regular exam: _____

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 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 your instructor complete this section.

Instructor Signature : _____ **Date :** _____

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