

ADA and Instructor Responsibilities in the Classroom

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

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

Courses with some common exams

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

If you have been certified by the Disability Resource Center (DRC) as eligible for academic adjustments on exams or quizzes see www.math.purdue.edu/ada for exam and quiz procedures for your mathematics course or go to MATH 202 for paper copies.

In the event that you are waiting to be certified by the Disability Resource Center we encourage you to review our procedures prior to being certified.

For all in-class accommodations please see your instructors outside class hours – before or after class or during office hours – to share your Accommodation Memorandum for the current semester and discuss your accommodations as soon as possible.

Courses with no common exams and summer session courses

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

In this mathematics course accommodations 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 share your Accommodation Memorandum for the current semester and discuss your accommodations as soon as possible.

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 arrange to take their quizzes with accommodations students must first fill out a [Quiz Form](#). Students turn this form into MATH 202 prior to receiving accommodations.

- Students should fill out their section prior to having you sign where indicated. You should also circle the location of your mailbox for the student.
- In the case of classes with cooperative quizzes see the lecturer (or associate head) for the accommodated quiz procedures.
- 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 202) and the student brings you a copy.

Exam Procedures

- Instructors in courses with at least one common exam should see the [Complete Exam Procedures](#) for courses with some common exams.
- Instructors in courses with no common exams work with the DRC Testing Center directly to provide exams to those students. The DRC enacted its 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. See their FAQ for more information about this service: <http://purdue.edu/studentsuccess/specialized/drc/faculty/faq.html>

About Common Exams

- Courses with at least one common exam in the Fall and Spring semesters include 13700, MA 13800, MA 13900, MA 15800, MA 15910, MA 16010, MA 16100, MA 16200, MA 16500, MA 16600, MA 26100, MA 26200, MA 26500 and MA 26600
- All other courses do not have common exams in the Fall and Spring semesters.
- No courses are considered to have common exams during the Summer semester.