

ADA 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 an instructor receives an accommodation letter from the Disability Resource Center (DRC) under the Office of the Dean of Students (ODOS).

Only provide accommodations for students for whom you have received a digital 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 <https://www.purdue.edu/drc/index.php>.

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 an electronic copy of an Accommodation Letter from the DRC, you may send the student the following email:

Dear student,

I have received your student accommodation letter from the DRC. If you wish, you have my permission to record my class and to use assistive technology in my class. Please email me or talk to me after class if you would like to discuss any other accommodations related to classroom activities. You can schedule your accommodated exam at the DRC by following the link below:

<https://olympic.accessiblelearning.com/Purdue>

Remember to schedule your exam at least 5 business days before the exam date. You will need to schedule your exam for the same date and time as the actual exam or for the day after the actual exam if specified in your accommodations

If you have any questions regarding your accommodations or exam registration, please contact Stephanie Foster foster80@purdue.edu.

Regards,

Your Instructor

Read the following statement to students

Courses with any 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.

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 discuss your accommodations for the current semester 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 discuss your accommodations for the current semester as soon as possible.

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 <https://www.math.purdue.edu/files/resources/ada/QuizForm-revised-8-13-21.pdf>.

Remember to return the form to the student after signing.

- 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.

Exam Procedures

- Instructors in courses with at least one common exam should see the <https://www.math.purdue.edu/resources/ada.html> 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: <https://purdue.edu/drc/faq.php>

About Common Exams

- Courses with at least one common exam in the Fall and Spring semesters include MA 13700, MA 13800, MA 13900, MA 15800, MA 16010, MA 16020, 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.