Academic Accommodations & Their Implementation

- **Testing accommodations:**
  - **Extended Testing Time:** The student must remind you they receive extended testing time several days prior to the quiz, test, or exam for which they need the extended time.

  Extended testing time is either 50% (time and a half) or 100% (double time). SAS is unable to accommodate all students with extended time for testing, so we ask faculty to provide time before or after the quiz, test or exam in the classroom for students with the accommodation of 50% extended time. If you are unable to do so, or if the student receives 100% extended time, then they need to reserve a time to test in the SAS office.

  If students test in our office, you will be asked to upload the quiz, test or exam to our secure software system. When they arrive in our office, we will provide the test to the student and SAS will upload the completed test and return it to you directly through our software system. A hard copy will also be sent to you in the Intra-Campus mail.

  - **Reduced Distraction Testing:**

    This accommodation allows students to take their quizzes, tests or exams in the SAS office. We have a quiet testing room as well as individual testing rooms for students who have been granted that accommodation. Students can choose to take their test(s) in the classroom or with us, it is at their discretion. Test room reservations must be made several days in advance of the scheduled testing date.

  - **Class and Testing Breaks:**

    These allow for short breaks from class or testing as needed. Breaks do not "pause" exam time, so students must be mindful of their time away from the test.
○ **Use of a Computer for Testing:**
Unless there is an available computer in the classroom, the student must let you know that they will test in the SAS Office, if they would like to use this accommodation. A test room reservation must be made several days in advance of the schedule test.

● **Note Taking:**
○ **Use of a Computer for Notes:**
Students may bring a laptop or tablet to their classes to take class lecture notes. Some professors may have a no laptop policy in their classes. With this accommodation, students have the right to use a laptop in their class for class notes.

○ **Notetaker:**
At F&M, we employ student note-takers who will attend their classes as they typically would, and will upload their notes to the SAS office as soon as possible. This is an anonymous system and all class notes will be delivered through the student's Accommodate portal.

● **Classroom Accommodations:**
○ **Class Breaks:**
This allows for short breaks (5 to 10 minutes) from class as needed. Students must be mindful of any time away from class because they are responsible for any missed material.

○ **Flexible Class Attendance:**
Students must email their professor(s) as soon as possible when they know they will need to miss class. Students must complete any missed work. If they need to miss more than two consecutive class meetings, students must email their House Dean for information about a short-term leave of absence.

○ **Flexible Assignment Deadlines:**
Students must work with their professor to determine if they may turn in an assignment at another time. This accommodation is for larger assignments, such as papers, presentations, etc. This accommodation does not pertain to group work or shorter assignments and is not retroactive.

○ **Use of a Calculator:**
This accommodation allows students to use a four-function calculator for a class as long as its use does not alter the class in a fundamental way. It is at the discretion of the professor to determine if basic calculator use is a fundamental alteration of the class.
○ **Audio Recording:**
Students are bound to an Audio Recording Agreement which states that class audio recordings are for personal use only, cannot be shared and cannot be uploaded. Students must delete any class audio recordings at the conclusion of the semester.
Pennsylvania has a wiretapping law that applies to recordings, so we need to make sure that everyone involved understands that they are being recorded.

● **Other Accommodations:**

○ **Language Studies Modification:**
There is a link on the SAS website for more detailed information about this modification.
Since this is not an accommodation, but a change in a student’s graduation requirements, they need to petition the Committee on Academic Status (CAS) for approval by completing a CAS Petition. A student’s Academic Advisor, House Dean, and I will electronically sign their petition.

Once the student’s CAS petition is approved, they work with their Academic Advisor to choose classes that will meet the requirement. After they have the classes selected, students must request that the Co-Chairs of the Language Studies Council approved the classes they chose to meet the requirements of the modification. Once the courses are approved, students are free to sign up for them as they are able.

○ **Alternate Format Texts:**
Students should check the F&M Library holdings and Bookshare before requesting a book through SAS. Bookshare is a free program through the Department of Education and students with this accommodation have been registered for an account with them.
If neither the F&M Library nor Bookshare has the book the student needs, they should log in to their Accommodate portal to make a request for the audiobook.
SAS is able to request a .pdf copy of a book from its publisher as long as the student is qualified for this accommodation and they provide a receipt for the rental or purchase of the book.

○ **Peer Academic Coaches** (PACs) are a tremendous resource available to F&M students. They will help plan and organize student’s work, along with assisting them in developing time management skills. There is a link on the SAS webpage about all of the academic resources F&M provides.