

VI. STUDENTS WITH DISABILITIES

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educational evaluation. Documentation must be maintained in the student's file.

- The student has the responsibility of deciding if they choose accommodations, then the instructor must be notified. Accommodations are requested in writing to the instructor or relevant staff about his disability. Accommodations are not retroactive.

- Each accommodation request must be assessed and approved. The student must be an active participant in the assessment.

- In the assessment process, any available diagnostic information, the student's past experiences, and recommendations from the student's instructors will be considered.
- Appropriate accommodations may include but are not limited to the following: relocating class to an accessible room; removing structural barriers; providing interpreters and note takers; using assistive technology such as closed captioning and text-to-voice computers; providing text in large print; allowing lectures to be taped; extending testing time; using a different testing format; reducing course load and providing alternative testing sites.
- If the requested accommodation is a course substitution/waiver for a requirement, the request will be forwarded to the Curriculum Appeals Committee.
- It is not appropriate for the instructor(s) to determine that no accommodation is needed without consultation with the Accessibility Services Coordinator.

In the event that a student with a documented disability is not satisfied with a recommended accommodation, he is encouraged to work with the Accessibility Service Coordinator and his instructor to resolve the matter informally. However, if the student has remaining issues of concern, he may contact the Dean of Students.