

 Jennifer L. Uber

Office of Disability Services

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610-561-2222

**CONFIDENTIAL INFORMATION**

To: Dr. Charles Johnson

From: Jennifer L. Uber, Assistant Director of Disability Services

Date: June 5, 2017

RE: Academic Accommodations

John Baker, P00614393, has a documented disability and is enrolled in your class, MAT 100 62 FALL, 2017. This student will need accommodations to ensure equal access to our educational programs as guaranteed by law. This information is confidential and should not be shared without the consent of the student.

Based on my evaluation of the documentation, the following accommodations would be appropriate:

* Alternative format textbooks/written material
* Audio recording of class lectures
* Computer for essay tests
* Copy of lecture notes
* Excuse spelling errors for in-class writing assignments and exams, when not essential to course requirements
* Extended Time: One-and-one-half (1.5x) standard time for testing
* Extended Time: Double (2.0x) standard time for testing
* Extensions of deadlines, when requested in advance. Instructors must provide no more than a 7-day extension per request. Contact ODS with any questions.
* Face front of class so that student can read lips during class lectures
* Distraction-reduced setting for exams—Provided by the Learning Commons
* Flexibility with attendance (no more than double the class attendance policy). Student understands that they are responsible for making up the work missed. Instructors of classes with labs and of Clinical programs should contact ODS to discuss further.
* Laptop/iPad (provided by the student) for in-class notes and/or written assignments
* Large print for handouts and exams. Enlarge to size font.
* Preferential seating in class
* Priority registration
* Provide written copy of oral directions given for assignments
* Scribe for exams or Scantron sheets—Make arrangements with the Learning Commons 3 days in advance
* Service animal will be accompanying student to class
* Sign Language Interpreter/CART services in class
* Speech to text software for exams (i.e., Dragon Naturally Speaking)
* Spell-checker/Dictionary for in-class writing assignments and exams
* Test read aloud to student—Make arrangements with the Learning Commons 3 days in advance
* Text to speech software for exams (i.e., Read & Write Gold)
* Use of a calculator, when not determining developmental progress
* Use of a formula sheet for math and science exams. Student written; Instructor approved.
* Volunteer notetaker for class when requested. Instructor should help facilitate request for volunteer notetaker. Contact ODS if no volunteer can be located.

These accommodations will assure that the student is evaluated on their knowledge and ability, not the limitations imposed by the disability. Please note, however, that the presence of a student with a disability in your course does not suggest that grading policies should be lowered.

Thank you for your cooperation and support in providing an equal educational opportunity for students with disabilities. If you have any questions about the appropriateness of these accommodations, please call me at 484-237-6251 or email me at juber@smithu.edu.