

List of Common Classroom Accommodations

The following are the procedures for some common accommodations granted to students with disabilities. If you have questions about specific accommodations not listed here, please contact our office.

Time + 1/2 for Test:**Double Time for Test:****Distraction Reduced Testing:**

For these three accommodations, the Testing Center will proctor the exam. The Testing Center will email you to request the exam once the student has booked a testing room. Student must reserve a testing room at least a week in advance (1 month in advance for final exams).

No Scantron on Tests: Student will bring a scantron to Testing Center on exam day. Student circles answers on exam. Testing center staff will complete scantron before returning exam to professor.

Word Processor for Exams: This accommodation allows students to type essay answer instead of handwriting. Student will take exam(s) at the Testing Center.

Alternative Test Day: If medically necessary, please allow a make up exam/quiz for student. The student will email the professor that they cannot make the test. Please determine the following:

1. The next available time to take the exam/quiz
2. Where to take the exam/quiz, either:
 - A. With the professor in his/her office or,
 - B. At the Testing Center where they will proctor the exam/quiz. The student will need to email DSTesting@chapman.edu to schedule a room at a date/time that you both agreed upon.

**The Testing Center is located in DeMille Hall 130, Monday – Friday 8-5pm*

Notetaker: You do not assign a notetaker. The Testing Center will send out an email to your class and request a volunteer. If no one volunteers, we will assign a student worker to attend the class and take notes. Students will access the notes from the class through the Accommodate system by logging in here: <https://chapman-accommodate.symplicity.com/students> and clicking on the Notetaker Network tab.

Excused Absences: Please be flexible with your attendance policy. The student should email you as the absences occur. When/if they go over your absence limit they will request to utilize the “Excused absences due to disability” accommodation. Work with the student to make sure there is a mutual understanding of expectations of your flexibility. Contact Disability Services if you have any questions.

Audio Recording of Lectures: Student will discuss with you if this accommodation is needed. Recording is for traditional lecture. The recording can be turned off during group discussions and

personal sharing. The recordings are for the students use only for studying. The student will provide the recorder.

Audio Books or E-Text: To request course materials in an alternative format, student is to fill out the form found here: <https://jmcalex.wufoo.com/forms/z19tmvx1u6ku3k/>. A PDF format of the course materials will be provided to the student.

CART/ Real Time Captioning: This is coordinated by the Disability Service Office. A captionist will sit in the back of the classroom and transmit real-time transcript of classroom dialogue to a small screen in front of student.

American Sign Language (ASL) Interpreter: This is coordinated by the Disability Service Office. Interpreter(s) will need to stand in view of the student who is deaf.

Extension of Deadlines: If medically necessary, student will communicate with you if needed. A doctors note may not be available. You determine the length of extension. Please contact Disability Services if you have any questions.

Use of Laptop in Class for Notetaking: Student will discuss with you in the case that laptops are not allowed in class. Professors if you do not allow laptops in your class, please reconsider various forms of technologies to help students excel in class.

Allow Access to Professor's Power Point Slides if Necessary: Student will not share slides with others.

Avoid Class Presentations: You and student are to discuss alternative options, if appropriate.

Avoid Calling on Student during Class: You and student are to discuss alternative options for class participation if appropriate.

Service Dog: A dog that has been individually trained to do work or perform tasks for an individual with a disability. As faculty you can only ask two questions, 1) Is the dog a service animal required because of a disability? (This is a Yes/No question, you cannot ask for the diagnosis) 2) What task has the dog been trained to perform? (The dog does not have to perform the task).

Student Responsibilities:

- Submit a Semester Request each semester in Accommodate online system
- Email Accommodations Letter to Professor(s). We encouraged students to do this early in the semester
- Follow the Testing Center process for scheduling tests & finals

Professor Responsibilities:

- Provide accommodations to students who provide you with an Accommodations Letter
- Submit testing information to Testing Center when prompted via email from dstesting@chapman.edu

You are not required to provide accommodations to a student without an Accommodations Letter. If you have a student that believes that they may have a disability and would like more information, please have them contact our office at (714) 516-4520 or email at DS@chapman.edu.