

With the academic year soon approaching, we at SDS want to provide you with a breakdown of how academic accommodations will be offered to students in the online environment. The information detailed below will also inform you how faculty can work with SDS to ensure that academic accommodation obligations can continue to be met in our new learning environment. Many of our accommodations largely mirror what we provided during the post-spring break timeframe with some minor adjustments.

ACADEMIC ACCOMMODATIONS

TESTING ACCOMMODATIONS - TIME EXTENSIONS

- ▶ During Fall 2020 online instruction, all exams that faculty will be offering via Moodle to students will no longer require proctor forms to be filled out, as they will not be proctored by SDS.
- ▶ All faculty who have students with a testing accommodation will be notified of their student's approved allotted time accommodation. Please note that students have the ability to request accommodations at any point during the semester, and faculty will be updated via email throughout the semester with information on which of their students is approved to receive additional time to complete exams and quizzes.
- ▶ It is up to the faculty's discretion as to whether registered students with a testing accommodation utilize Respondus when taking their exam. To provide an equitable virtual testing atmosphere, our department recommends that registered students utilize Respondus only if non-disabled students are also required to utilize Respondus during test taking.

Please reference the link below for instructions as to how to provide students with disabilities extra time on their tests or quizzes via Moodle.

- ▶ https://docs.moodle.org/35/en/Quiz_FAQ#How_can_I_give_particular_students_extra_time_or_numbers_of_attempts.3F

Below is a chart that provides Time and a Half and Double Time conversions (asterisked times have been rounded to the nearest minute):

Regular Time (in minutes)	1.5x Accommodation	2x Accommodation
15	*23	30
20	30	40
30	45	60 (1:00)
35	*53	70 (1:10)
50	75 (1:15)	100 (1:40)
60 (1:00)	90 (1:30)	120 (2:00)
75 (1:15)	*113 (1:53)	150 (2:30)
90 (1:30)	135 (2:15)	180 (3:00)
120 (2:00)	180 (3:00)	240 (4:00)
150 (2:30)	225 (3:45)	300 (5:00)
170 (2:50)	255 (4:15)	340 (5:40)
180 (3:00)	270 (4:30)	360 (6:00)

TESTING ACCOMMODATIONS - REDUCED DISTRACTION TESTING

- ▶ Reduced distraction testing cannot be an accommodation we provide since exams will not be administered on-campus. It is the student's responsibility to find an environment that they can work in, and/or utilize headphones and earplugs, to minimize distraction during testing.

NOTE-TAKING SERVICES

- ▶ Note-Taking services will continue to be provided during Fall 2020 online instruction. Registered students can access their notes utilizing their Dropbox account, and note-takers will be expected to uphold the note-taker responsibilities and deadlines throughout the semester.
- ▶ Due to the brevity of the 7-week module system, faculty are encouraged to make the anonymous Note-Taker announcement when they receive the note-taker announcement email from our Administrative Assistant, Brandy Barajas. If faculty have a student that they recommend to fulfill the Note-Taker position, they are encouraged to email the student's name to bbarajas@whittier.edu.
- ▶ Faculty will be notified via email with the name of the Note-Taker once the student is officially hired by the department.

ATTENDANCE MODIFICATION

- ▶ Registered students with SDS who are approved for this accommodation are required to follow SDS protocol by notifying SDS and their faculty if they will be missing a lecture due to a flare-up of their condition, as well as their intention to work with their faculty to fulfill missed material and course requirements, per their signed attendance modification policy agreement.
- ▶ Once approved, a SDS staff member will reach out to their faculty to determine whether this accommodation is reasonable and how many class sessions are permissible for the student to miss. Students approved for the attendance modification are aware that this accommodation will be pending until the negotiation process with faculty has been completed.
- ▶ Due to the short nature of each module, it is essential that communication occurs between SDS staff and faculty in a timely fashion to ensure that the negotiation occurs.

EXTENSIONS ON ASSIGNMENTS (IF FEASIBLE)

- ▶ This accommodation requires that registered students reach out to SDS at least several days prior to their assignment deadline, or to reach out to their faculty directly to request for an extension if they would prefer to conduct the negotiation. It is up to the faculty's discretion if an extension on assignment is feasible and will not fundamentally alter course requirements. This accommodation does not cover past due assignments because accommodations are not retroactive.

ABILITY TO RECORD LECTURES

- ▶ Students with disabilities that are approved to record lectures can continue to do so during online instruction. This will be especially helpful for students who may need to listen to lectures repeatedly due to the nature of their disability to grasp theories or concepts. As is part of our protocol, students must sign an ability to record lectures agreement before beginning to record lectures.

REMOTE SERVICES FOR DEAF OR HARD HEARING STUDENTS

- ▶ Students will continue to receive CART (Communication Access Real-time Translation) services for the Fall 2020 semester through remote-captioning services.
- ▶ What are remote-captioning services and who are captioners? Remote captioning services is when a captioner types what is being said in class from an alternate location, as it is being said, and provides that information to the student who is deaf or hard of hearing.
- ▶ If a faculty has a student who is eligible and approved to receive remote-captioning services, Brandy will coordinate with faculty to ensure that the following information is provided to our department:
 - The days and times that the course takes place
 - The method in which the faculty will conduct class (Zoom, Moodle, YouTube, Skype, etc.)
- ▶ If there are any adjustments made to the class schedule, faculty must communicate with Brandy, so as to avoid any unnecessary late cancellation bills. It is preferred that faculty communicate with her at least 24 hours in advance if the class is cancelled.
- ▶ For any questions on remote CART services, faculty are encouraged to email bbarajas@whittier.edu.

OUR OPERATIONS

The SDS team is working remotely, but we are available by emailing disabilityservices@whittier.edu or by calling 562.907.4825. We will continue to offer student appointments through Zoom, and will continue to be responsive to your phone calls and emails.

For inquiries regarding Zoom or Moodle, please contact moodle@whittier.edu

CONTACT INFORMATION

disabilityservices@whittier.edu
562.907.4825