

**THE UNIVERSITY OF NEW ORLEANS
OFFICE OF DISABILITY SERVICES**

ACCOMMODATION DEFINITIONS

Classroom Accommodations

Consideration for absences—This student, as with all students in your class, must exhibit proficiency in your course's learning outcomes in order to earn a passing grade and must be responsible for completing assignments. In short, you should not alter course objectives or expectations in order to accommodate this student. However, being flexible with due dates and the absence policy could be appropriate, as this student's disability may cause him/her to miss class periodically. If these accommodations threaten the credibility of the student's academic experience, please contact ODS and the student immediately.

Consideration for Breaks--This student has a disability that may cause him/her to periodically need to take a break, especially during lengthy class periods. Please be cooperative in allowing the student to take these breaks.

Adaptive Technology—the student may need the use of a word processor, other computer-based equipment, or other adaptive devices for note taking.

Signing Interpreter—the student will be accompanied by an American Sign Language (ASL) interpreter and may need to work with the instructor in choosing an ideal location for the interpreter.

Computer Assisted Interpreting—a trained stenographer who will record the class lecture will accompany the student. This information will be relayed with a few second delay to the student via a laptop computer.

FM System—the student will need to use an assistive listening device that requires the faculty member to wear a small transmitter and lapel microphone. The student will wear a small receiver and ear bud or telecoil that enables only the student to hear the instructor's amplified voice with minimal background noise.

Limited time extensions— While it might be appropriate to allow for some flexibility in due dates for course requirements for this student over the course of the semester, this does not suggest that your course objectives or expectations must be altered. The student is responsible for all work demanded of the other students in your class. Likewise, the student is responsible for mastery of any class content presented. If at any time you believe the requested due date extension poses a difficulty in maintaining the credibility of her academic experience, please contact the student and ODS immediately.

Note Taker—the student may need access to course lecture notes and/or visually presented materials, such as overheads and information written on the chalkboard or white board, either from the instructor or a volunteer classmate.

Recorded Lecture—the student should be allowed to bring recorder to class and record the class lecture.

Selective Seating—the student may need to sit in front of the class or in another location suited to adapting to his/her disability related needs.

Enlarged Course Materials—the student will need to have class handouts and other course materials, including text books, in large print (usually Arial 24 font will suffice)

Adaptive Furniture--the student may need the use of adjustable height tables, chairs and/or lab stools to provide an accessible workspace.

Alternate Format course materials—the student will need course handouts, texts and other materials provided to him/her in enlarged, audio, or electronic format. In some instances, it may take ODS a while to secure materials to convert to alternate format for students. ODS works closely with the UNO bookstore to secure books for this purpose, as well as Learning Ally, Access Text, BookShare, the publishers, and other resources. Document conversion is not a quick process and may take a while, even when the student requests materials in advance. ODS asks for some faculty consideration of this when there are delays in providing the materials to the student in a timely manner.

Testing Accommodations

Adaptive Technology—the student may need the use of a word processor, other computer-based equipment, or other adaptive devices for in class papers and for test taking.

Enlarged Test—the student will need to have tests enlarged (usually Arial 24 font will suffice)

Use of Calculator—student should be allowed to use a calculator for testing when the use of the calculator does not fundamentally alter the nature of the course or testing.

Distraction-Reduced Environment—the student will need to take tests in a quiet, uninterrupted, and uncluttered environment.

Extended Time—the student will require time-and-a half for completing tests.

Extended Time—the student will require double for completing tests.

Extended Time—the student will require triple time for completing tests

Black Ink on White Paper—the student will need tests and all other class related materials printed clearly in black ink on white paper only.

Oral Proctor—the student may need someone to rephrase questions without alluding to the answers.

Reader—the student may need someone to read the test to him or her.

Oral Test—an appropriate alternative method to test this student is by testing the student orally (verbally asking the questions and allowing a verbal response either in person or on tape.)

Scribe—the student may need someone to record answers for him or her.

Scribe—the student may need someone to record answers on the scantron for him or her.

Taped Test—the student may need the test recorded so that he or she can either read along with the tape or have access to the print material in this format.

Brailled Test—the student may need test converted into Braille. If the instructor can provide the test on disk (in advance of the test), ODS can produce a Braille copy for the student.

Computer Based Testing—the student may need to use the computer and voice output for testing purposes. If the instructor can provide the test on disk (in advance of the test), ODS can format the test to be read by the computer to the student.

Essay Instead of Multiple Choice—the student’s mastery of the course material is misrepresented when given multiple choice tests; essay tests may enable the student to demonstrate mastery of materials most appropriately.

Consideration for Misspellings—the student should not be penalized for misspellings and/or should be allowed to use a Franklin Spell Checker or similar device.