



The Office of Accessibility and Disability Services (ADS) is committed to giving students with disabilities equal access to a quality educational experience by providing accommodations to support and foster student development.

The number of students requiring accommodations for various disabilities is increasing each semester and we are seeing an exponential growth in students with more severe limitations. This growth has come with an increased urgency to ensure that our office implements a more structured process in order to support faculty, ADS office, and our students.

DISABILITY CERTIFICATION PROCESS

In order to qualify for services students must present appropriate documentation of the disability in which the student would like to use in order qualify for services. Documentation standards can be found on our website. The student **MUST** schedule an intake appointment with the Coordinator of Accessibility and Disability Services in order to establish appropriate accommodations. We cannot make accommodations retroactively.

INSTRUCTOR NOTIFICATION

Once accommodation(s) have been established and approved, an Accommodation Certification will be emailed to the instructor of your courses in which accommodations are being requested. Notification is not necessary for every class, however if an instructor has **NOT** been notified then he or she is **NOT** required or responsible for providing accommodations.

The completed form **MUST** be returned to the Coordinator for Accessibility and Disability Services. The document and accommodations are not valid until it has been returned to the Coordinator for Accessibility and Disability Services. Accommodations will not be enacted retroactively.

TESTING ROOM

If a student has been approved for testing accommodations, the testing room located in Pearce Hall is available based on the disability/diagnosis. This is a valuable resource that we are pleased to provide to students.

This process is not optional. All students must follow this procedure to use the exam facility. The exam room will not be available unless the proper procedure is followed.

- Exams are to be **SCHEDULED** by the student at least **48 hours in advance**
 - 48 hours excludes weekends; An appointment will **NOT** be placed on the testing calendar unless scheduled in advance by the **STUDENT**
- Students will **NOT be permitted to schedule an exam after the class has begun/completed the exam** without proper justification of students schedule and instructor permission



- NO walk-in appointments will be accepted
- Please arrive no earlier than 10 minutes of your scheduled appointment time, students will not be permitted to enter the room until the scheduled exam time
- If students arrive more than 15 minutes past your scheduled appointment time, the appointment will be canceled and will have to be rescheduled
 - Rescheduling missed appointments will have to be approved by ADS and the instructor
- NO outside items are allowed in the testing room to include but not limited to:
 - cell phones
 - smart watches
 - drinks/food (water only)
 - iPod
 - notes/books (*unless approved, in writing by the instructor)
- Students are not permitted to leave the testing area during testing
 - restroom is located inside the office
- To assure the safety of the department and all students, students must adhere to Covid safety procedures of the Disability Office. Failure to comply, may result in rescheduling of exam for a later date, which will be determined by course instructor. The Covid safety procedure for Testing Center are as follows:
 - Students must always wear appropriate mask while in Disability office
 - Student may be subject to temperature check before entering office
 - When signing in, student must sign their initials to confirm they:
 - understand and will follow Covid safety policies of office
 - have not tested positive for Covid-19 72 hours prior to exam or meeting
 - have not been in personal contact with a confirmed or probable case of Covid-19 (longer than 15 minutes within 6 feet proximity)
 - have not had any possible Covid symptoms in last 48 hours up to exam/meeting time. (Fever, Shortness of breath, Muscle Pain, runny nose/sinus congestion, fatigue, loss of taste or smell, cough, sore throat, headache, GI symptoms)



○ Note:

- If student does not feel well or displays any symptoms listed above, they should notify both the Disability Coordinator and course Instructor at least 2 hours prior and should not report to testing center.
 - Students are expected to bring their own mask, but there will be a few disposable masks should they need it.
 - Hand sanitizers are provided in each office
 - Seating in the testing center will be every other desk to provide social distance
 - Disinfected wipes will be provided to student before and after exam as needed.
- Form of communication with ADS Coordinator (email, office phone, Microsoft Teams app.)

Diana Garcia, MS, BSW

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***Our room is video monitored.**

Please remember faculty has the right to view camera footage and we reserve the right to turn in footage to instructors should we suspect cheating. If we suspect cheating, we will remove the exam and ask students to leave the testing center. This is a violation of the University honor code and will be handled accordingly.

I have read and understand the above policy and agree with the terms.

Student signature: _____

Name (print): _____

Date: _____