

Academic Affairs Manual (ACD)

ACD 304–08: Classroom and Testing Accommodations for Students with Disabilities

Effective: 5/1/1982

Revised: 2/14/2025

Purpose

To accommodate students with disabilities in the classroom and while taking examinations

Sources

The Rehabilitation Act of 1973, 29 *United States Code* § 504

Americans with Disabilities Act of 1990, as amended

Student Accessibility and Inclusive Learning Services

Applicability

Faculty

Academic professionals

Employees and students engaged in teaching courses

Policy

Any student requesting an academic adjustment must first be registered with Student Accessibility and Inclusive Learning Services (SAILS). Course instructors must implement the accommodation prescribed by SAILS and should remind students on the first day of class each semester that they are willing to make any necessary accommodations due to a temporary or permanent disability. Students may discuss any special needs during posted office hours or by appointment.

Students registered with Student Accessibility and Inclusive Learning Services must contact course instructors when the semester begins regarding particular classroom and laboratory accommodations and provide to the instructor SAILS documentation that verifies and details the nature of the accommodation. Examples of accommodating students with disabilities may include, but are not limited to, providing readers, scribes, note takers, interpreters, and special testing arrangements; allowing the use of recorders in the classroom; and providing adapted course materials and course requirements.

Student Accessibility and Inclusive Learning Services will contact faculty for course material when a student enrolled in the course needs an alternative text format; faculty should immediately provide the required text material to assure that SAILS can arrange transcription into the appropriate format and assure the material is available at the beginning of the semester.

For examinations, the [faculty member](#) or designee should administer tests, quizzes, and exams for which students with disabilities need only extended time or proctoring. If more accommodation is needed beyond what is detailed in the

SAILS documentation, the instructor should contact the Testing Office at SAILS a minimum of three working days in advance of the test and ask for further guidance. SAILS will administer academic examinations requiring private rooms, readers, interpreters, scribes, or adapted equipment (e.g., CCTV enlarger, Braillewriter). However, SAILS may not be able to provide scribes or readers in some technical fields (e.g., some foreign language, math, science, and computer courses). Consequently, instructors may need to provide personnel to administer these examinations. If a test needs to be restructured for a student with a disability, the instructor may consult SAILS regarding test restructuring, but any changes in content are the sole responsibility of the instructor.

Cross-References

1. [ACD 405](#), “Individuals with Disabilities.”
2. the *Student Services Manual (SSM)*—[SSM 701-07](#), “Alternative Format Services.”