

Sample Accommodation Wording

The following are examples of clearly written accommodations.

Access to Copies of Lecture/Class Materials Prior to Class

Prior to class, this student requires access to copies of materials presented during class. Examples include, but are not limited to, PowerPoint/lecture slides or documents that will be presented in class.

Alternative Presentations

Allow this student to give presentations in an alternate format such as a pre-recorded video, virtually, or privately to just the instructor. The student and instructor should discuss the logistics of this accommodation and determine what alternative will work best for the class.

Assistive Technology for Note-Taking

This student may use assistive technology for notetaking, such as software on a laptop, cell phone application, or other forms of technology for recording lecture audio or to take photos of the board or other information presented in front of the class (for personal use only).

Bathroom Breaks During Exams/Quizzes

This student is allowed to take breaks during exams/quizzes to use the bathroom. This will not pause the exam time. The student needs to inform the proctor when they are taking bathroom breaks. During breaks, the student is not allowed to look at or access personal devices or course-related materials.

Breaks During Exams/Quizzes

This student is allowed to take breaks during exams/quizzes. This will not pause the exam time. The student must stay within sight of the proctor. For online exams/quizzes that use a virtual proctor, the student must stay within sight of the virtual proctor. During breaks, the student is not allowed to look at or access their personal devices or course-related materials.

Cell Phone as Medical Device

This student uses their phone as a medical device and needs to be able to have access to it during exams/quizzes. If the student needs to use their phone during an exam/quiz they will notify the proctor and have the proctor monitor them while they use their phone.

Formula Sheet as Approved by or Provided by Instructor

For courses using formulas only. This student is permitted to use one, double sided, 8.5x11 inch piece of paper with a list of formulas. This does not include steps for solving

equations, only the symbols, mathematical expressions, and primary equations. This needs to be approved by the instructor in advance of the exam/quiz. If this student is taking their exams/quizzes at the SDC Accessible Testing Center, provide the formula sheet via email to sdctest@colostate.edu at least 48 hours in advance of the exam/quiz and include that a formula sheet is needed when uploading the exam/quiz to the SDC for the specific student.

Snacks/Drinks in Class

This student is allowed to access snacks/drinks while in class (excluding web labs for safety reasons). The student should not bring loud snacks and needs to clean up any crumbs or spills.

1 Day Deadline Extension

Provide the student an additional 1-day to turn in out of class assignments without grade penalty if they have notified the instructor and turned it in within the extension timeframe listed. While notification prior to the deadline is ideal, the student can notify the instructor about the need to use this accommodation at any point during the extension timeframe.