



Accommodations 101

Introduction

Accommodations or course adjustments/auxiliary aids are determined on an individual basis by the Disability Resource Center (DRC) professionals who have expertise in determining learning needs, documentation, and disability law, as applied to the California Community College setting.

Your partnership in this process is critical to support student success and to create an atmosphere of inclusion. Foothill College is committed to ensuring equal access to its educational programs for students with disabilities as specified under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendment Act of 2008/2011.

Course Adjustments and Auxiliary Aids provide equitable access to classroom instruction, materials, programs, or facilities and do not fundamentally alter the essential nature of a course or academic program. These are tools that support and modify conditions that would otherwise cause a student, because of a disability, to be at a disadvantage in their access to education.

The following list of Course Adjustments and Auxiliary Aids are ones that are most seen in the DRC and are not an inclusive list. If you have any questions, please contact the Disability Resource Center at 650-949-7017 DRC@fhda.edu

Please Note: Accommodations are now also referred to as Course Adjustments and Auxiliary Aids in the California Community College setting as deemed by Title V under the California Community College Chancellor's Office (CCCCO). This is to help support the distinction between accommodations which are provided in high school to ensure student success in contrast with course adjustments/auxiliary aids that promote a more equitable learning experience for all students.

TESTING – Academic Adjustments & Auxiliary Aids

Extended Time on Exams *

This course adjustment is offered to students when they have documentation to support a need for extended time on **timed** in-class exams, in-class quizzes, or in-class assignments whether on-line or in-person. Please note: Symptoms of a student's disability or health condition can be unpredictable. For unexpected absences please see the **Consideration for Absences** and **Make Up Exams and In-Class Assignments** section below for details on how to accommodate the student.

Distraction Reduced Environment *

The student needs to take exams & quizzes in an environment with less distraction than what the classroom can offer. Most students take their exams and quizzes in the Testing Center. Occasionally, students will take their exam or quiz in the Disability Resource Center if there are exceptional circumstances.

Calculator ***

The student needs the use of a calculator to assist with math calculations that are required but are not an essential learning objective of the course. This refers to both in-class activities/assignments and/or exams. Faculty can determine the type of calculator that is appropriate and/or if a calculator is appropriate to use for an exam.

CLASSROOM – Academic Adjustments Auxiliary Aids

Alternative Media

Students that have learning differences and retain information through audio often utilize alternative media. Their books and classroom material are uploaded to be accessible for the student to access in an auditory format so that they can listen to the material rather than read. The student must work with our Accommodations Coordinator for this classroom adjustment.

Audio Record Lectures

The student is permitted to audio record lectures. They may use their personal recording devices or applications, or one provided by the DRC. These usually include smart pens, Sonocent or other notetaking software. Please note that when a student is provided with this accommodation, the student must sign an Audio Recording Agreement. A copy of this form is available on our department website.

Alternate Chair/Table

The student needs a chair and/or table that is either wheelchair accessible or accessible to specific needs. Please consider assisting the student with this request if the classroom chair/table is not accessible. If you need assistance, please contact the DRC and our Mobility Specialist will work with facilities to modify the furniture.

Captioned Multimedia

To stay in compliance with Sections 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2009, Foothill College relies on administrators, faculty, and staff to provide equal access to all students regardless of their abilities. Faculty must ensure that any course videos shown either in-class or hybrid are closed captioned for equal and full access to class material. It is the responsibility of each classroom instructor to ensure that their videos are accessible. If assistance is needed to complete this task, please contact us, or visit our website where we have resources for instructors to utilize in captioning their class materials.

Classroom Breaks

The student may need to exit the classroom quickly due to symptoms of or conditions related to the disability. Please allow the student to leave and do not draw attention to the brief absence.

Consideration for Absences

This course adjustment is assigned when a student has documentation to support the need for unexpected absences due to the nature of the symptoms affiliated with the disability. Often, the symptoms of the student's disability or medical condition are unpredictable, or they are ones that need immediate medical attention. Students with this accommodation are informed that communication with the instructor is key to this accommodation due to the faculty member being the professional who sets the requirements and standards for attendance for the course. This accommodation should only be used on occasion when there is a flare-up of the disability or medical condition. If you have questions about the way this accommodation is being used, please contact the student's DRC Counselor.

Enlarged Font

The student requires enlarged font for classroom handouts, quizzes, exams, diagrams, etc. For the course materials to be accessible. Please provide all these course materials in the font that is communicated by the student and noted on the accommodation letter. If you or the student needs assistance, please refer the student to or visit the DRC and the Computer Access Center and/or make an appointment with our Accommodations Specialist.

Extended Time for Assignment Completion **

This course adjustment is assigned when a student has documentation from a medical professional to support additional time to complete assignments because of medical symptoms (that are beyond the control of the student) that can prevent them from completing the assignment in a timely manner. This is typically provided when there is a chronic health issue that impedes the ability to do the assignment within the time allotted. The student is expected to communicate with the instructor in advance (when possible) to coordinate reasonable extensions on assignments.

Laptop

The student is permitted to use a laptop to take notes during class or to type answers to an exam or quiz. The student is instructed to use the laptop for classroom activities and not for personal use during class time.

Make Up Exams and In-Class Assignments

Often, the symptoms of the student's disability or medical condition are unpredictable, or the student might need immediate medical attention. If the student has documentation to support the need for unexpected absences due to the nature of the disability, please provide alternative assignments so that the student can make up for the missed time. Students with this course adjustment are informed that it is their responsibility to contact the instructor as soon as they can inform them of their absence.

Need to Eat/Drink in Class

It is recommended to step out of the classroom to eat/drink. The student may need flexibility to eat or drink in class (provided that does not pose a safety issue) due to the nature of the disability i.e., such as a drop in insulin levels due to diabetes.

Note Taking or Assistance with Lecture Notes

The student has been approved for note taking services available through the DRC. We ask that the instructors make an **anonymous announcement** in class that there is a student who needs a note taker. Most of the time, there will be a student volunteering to help. Please refer to the Note Taker to the Accommodation Specialist in the DRC for the next steps. **Note taker assignments are confidential.** If you are not able to provide a note taker, please contact our Accommodations Coordinator for assistance.

Real Time Captioning

RTC is a speech-to-text communication access service. A captions provider is physically located in a remote location who can hear the audio through a microphone system set up in the classroom. The captions provider transcribes what gets said using a specific software application. The text is displayed simultaneously to one or more students via laptops or tablets via the internet. Our Deaf and Hard of Hearing Coordinator will set up these services and notify the instructor as soon as this accommodation is requested. Our office will provide the required technology, for more information please contact us or visit our website.

Sign Language Interpreter

The student needs a sign language interpreter for full access to course materials. When this accommodation is in place; the certified interpreter will attend classes with the student and provide the student with visual interpretation of the spoken language in class. Our Deaf and Hard of Hearing Coordinator will set up these services and notify the instructor as soon as this accommodation is requested, for more information please contact us or visit our website.

Smart Pen

The student is permitted to use a Smart Pen recording device for recording lectures in the classroom. Smart pens are pens that record the lectures while students take handwritten notes on specialized notebooks which allow them to return to recordings in specific points. The student may either purchase their own or borrow one from the DRC.

Sonocent Software

The student is allowed to use the Sonocent software (on cell phones, iPads, or laptops) for recording lectures in the classroom. Sonocent captures audio during a lecture, allowing students to focus on listening to the lectures and mark the important topic for review. Sonocent is a very dynamic notetaking system that allows students to separate the lectures, color code them and combine the most important parts of the recording. It also allows the students to add personal notes, images, and slides.

Preferential Seating

The student is permitted to have preference with seating arrangements in the classroom. The students will often sit where they feel comfortable but please help the student as needed to sit in a location that they might prefer.

White Board Photos

The student is allowed to use a camera in the classroom for the sole use of taking pictures of the whiteboard as related to course content.

Reader for Exams

The student needs exams read via spoken voice or a recorded exam. Students who have been approved for this accommodation will typically take their quiz or exam in Testing Center and will often use one of the digital readers such as Kurzweil, Read & Write Outload or a staff member will be the reader. The reader is not allowed to answer any questions about the exam and can only provide information to the student directly from the exam.

Scribe for Exams *

The student needs help with writing or recording answers for exams due to the nature of the disability.

Spelling Aid***

The student is allowed to use a dictionary or spell check device during in class writing assignments and exams, when it is not an essential learning objective of the course. The student is provided this access so that they are not penalized for basic spelling and grammar errors when they are otherwise able to provide accurate responses to the questions that are asked. Instructors can determine whether this accommodation is permissible based on the course objectives.

OTHER ACCOMMODATIONS

Kurzweil Reading Software

The student uses reading software to read textbook materials, electronic handouts, and any other documents that are available for the course on their laptop. The DRC provides the student with a license to this software so that the student can use this software to assist with understanding and accessing course materials. Classroom instructors can also get a license to use Kurzweil and often find that it provides a more dynamic classroom learning experience by using Universal Design for Learning (UDL)#. If you are interested in learning more about this software, contact our Accommodations Instructional Technology Coordinator.

Footnotes:

*Students that have testing adjustments of 'extended time on exams & quizzes,' 'distract-free environment' & 'scribe' take their exams & quizzes in the Testing Center. Please see the Testing Center Policies document that describes the process for both students and instructors. If

students have a testing adjustment that allows them to take a restroom break or eat a snack, the testing center holds onto all testing materials and the students' belongings during the break. Please be assured that the Testing Center is a professional environment where the students are observed and there is no access to the internet or to notes from other students.

**Students are notified that a reasonable amount of time must be coordinated with the professor

*** Students are notified that under certain circumstances, (i.e., course requirements) not all Course Adjustments and Auxiliary Aids may be permissible by the professor.

Universal Design Learning (UDL)

Although it is not required, UDL is always recommended by Foothill College Disability Resource Center when developing curriculum that maximizes a more equitable learning experience for all. For more information on Universal Design for Learning (UDL), please contact the Disability Resource Center.

Contact Us!

Disability Resource Center

Student Resource Center Building – 5400

(650) 949 – 7017

<https://foothill.edu/drc/services/>

[Who to Contact](#)