

FAQs – ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES

Dear Faculty,

You may have received an Academic Adjustments Form from some students with disabilities. Frequently asked questions are addressed below. If you need additional information, feel free to contact me at x5307 if you are calling from on-campus, or 860-738-6307 if calling from off-campus. You may also email me at rdennerlein@nwcc.commnet.edu.

1) How much time should I allow a student who needs extended time for tests/quizzes?

The general rule is time and a half. For example, if the students are given 20 minutes for a quiz, then the accommodation should be up to 10 extra minutes. If 2 hours is permitted for a final exam, then the student should be allotted up to 3 hours to take the exam.

2) How do I make arrangements for students who need extra time on exams or quizzes?

Students are responsible to show the instructor their Academic Adjustments Form the first week of class. The logistics for extended time arrangements should be mutually agreed to by the student and faculty member. If you are unable to make these arrangements due to schedule conflicts, then follow the Extended Time for Testing Procedures on the back of the student's Academic Adjustments Form.

3) What if a student says that he/she should not be penalized for poor spelling?

Please double check the Academic Adjustments Form for the following wording: "IN-CLASS assignments/tests done either a computer or with a Franklin Spell Checker. Or, exclude spelling/handwriting in the evaluation process." For out of class assignments, the spelling should be accurate.

If assignments are to be done on a computer, the student can use their personal laptop computer. Or, the instructor needs to request a laptop from the Computer Center Help Desk (Founders Hall Annex) each time an in-class test/assignment is given. The Computer Center Help Desk phone number is 860-738-6367 or nw-helpdesk@nwcc.commnet.edu if you have questions about signing out a laptop.

4) What can I suggest for students who have difficulty with reading comprehension?

The Kurzweil Reader is a resource at the Academic Skills Center that allows students to scan a book which will be read back to them.

Students who have "Books On Tape" checked off on the Academic Adjustments Form are qualified for audio versions of textbooks. Students should have made arrangements with me to obtain an audio version of the textbook at least three weeks before the beginning of the semester.

5) I have a Deaf student and an interpreter in my class. What are some tips for working with either?

Tips on communicating with Deaf students and other information on services offered by the Collegiate Education for Deaf and Hard of Hearing (CEDHH) program can be found at the following website: http://www.nwcc.commnet.edu/cedhh/cedhh_faculty&staff_reference.htm.

6) What if there are concerns about a note-taker who is missing class?

If note-takers are frequently absent, the students receiving the notes should let me know that they are not receiving notes. I will follow up with the note-taker. A new note-taker may be hired if needed.

7) How can I be sure that the student didn't check off the Academic Adjustments Form themselves?

As the Counselor for Students with Disabilities, I review all of the disability documentation to verify that there is justification for each accommodation. Students receive a copy of the Academic Adjustments Form and I keep the original. If there is an accommodation checked off in fresh ink, let me know.

8) Do Academic Adjustments expire?

Since most disabilities do not fluctuate, only one Academic Adjustments Form while the student is taking classes at NCCC. For students with fluctuating conditions (such as medical or psychiatric disabilities), an expiration date is indicated at the bottom of the Academic Adjustments Form. Deaf and Hard of Hearing students also have an expiration date since the interpreter requests are different each semester.

9) What if I suspect a student has a learning or other type of disability. What should I do?

The professor and student should have a private conversation to discuss prior academic experience. As appropriate, please refer the student to me.

LET ME KNOW IF YOU HAVE ANY QUESTIONS. IF I DON'T KNOW THE ANSWER, I WILL RESEARCH IT FOR YOU.

Sincerely,

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