

# **Longwood University Accessibility Resources Office Frequently Asked Questions Accommodations**

## **A student requested accommodations for a temporary medical condition. What should I do?**

Students may experience a temporary condition, which may include mobility limitations due to surgery or broken bones. You may choose to work with the student to provide short term accommodations. Our office does not provide transportation or other accommodations because of temporary illness or conditions. See the information below regarding the ADA guidelines:

Longwood University is committed to providing equal opportunity to all academically qualified students and complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The Accessibility Resources Office provides services for students who qualify as "a person with a disability". A "person with a disability" is defined by law as anyone with a physical or mental impairment that substantially limits one or more major life activities. Disabling conditions may include, but are not limited to, chronic health impairments (such as AIDS, seizure disorders, muscular dystrophy, arthritis, heart disease, respiratory conditions), blindness/visual impairments, specific learning disability conditions/dyslexia, attention deficit disorders, speech/language impairments, and physical disabilities. The function of the Accessibility Resources Office is to assist Longwood University in providing equal opportunity obligations for students with disabilities.

### **TEMPORARY CONDITIONS**

Students may experience temporary medical conditions, which briefly impact or interfere with their academic participation (i.e., a broken limb, tendonitis, short-term illness, etc.) yet do not substantially limit one or more major life activity. Students with temporary medical conditions should communicate directly with their instructors. The Accessibility Resources Office at Longwood University has no authority over temporary conditions.

## **Do students with disabilities have to go to the Accessibility Resources Office to take their tests?**

No. Professors may provide needed accommodations, such as extra time or a minimal distraction testing room. Professors can also provide enlarged copies of tests, or allow students to use a word processor. Many professors find it helpful if students do take tests in the Accessibility Resources Office, and many students prefer this option as well to maintain confidentiality.

## **What is extended time? Does that mean the student has unlimited time?**

No. Extended time usually means a student has 50% additional time (time and a half) to complete a test or quiz. Some students are granted 100% additional time (double time). Refer to the student's accommodation letter that he or she gave you to find out how much additional time he or she has on tests and quizzes.

## **What if I am giving my test on Canvas? How do I allow for extra time?**

In Canvas, Individual faculty members are able to adjust the time for specific students on specific assessments (tests or quizzes). To add extra time to an assessment please use the following steps:

1. Select the specific quiz
2. On the far right click "moderate the quiz"
3. Click on the pencil next to the student's name
4. Adjust the time
5. Click save

The Canvas guides provide step-by-step screenshots for this as well: <http://guides.instructure.com/s/2204/m/4152/l/50753-once-i-publish-my-quiz-how-can-i-give-my-students-extra-time-or-extra-attempts>. The guides reference "quizzes"; Longwood uses the term "assessments".

## **One of the accommodations letters I received said “Student may have unavoidable absences due to a health related disability and/or weather.” Does this give the student a free pass to miss my class?**

No. Some students may miss class because they have many doctor's appointments to attend because of their disability. Others may miss class because they use a wheelchair and are unable to navigate the campus during icy or snowy weather. In the cases of multiple doctor's appointments, you can and should ask for a doctor's note. In all other cases, talk with the student to see how he or she will contact you to let you know about an absence, and how the work will be made up. It is important to note that this accommodation does not supersede the University's attendance policy. This accommodation simply allows you to take the disability related absence into consideration.

## **What exactly is the difference between a note taker accommodation and a copy of the professor's notes?**

Students who receive the note taker accommodation will bring you a packet that you will need to fill out and return to us once a note taker is found. If you are unable to find a note taker for the student (see the packet for how you should go about finding a note taker), you can give the student your notes or PowerPoints. If the accommodation just says copies of professor's notes, PowerPoints, and overheads, then you should provide these to the student. When you sit down with the student to discuss his or her accommodations, decide how you will get the notes to the student. Will you e-mail them ahead of time? Will you have them available at the beginning of class? If a student does not come to class, you do not have to provide the notes. Your notes are not a substitute for regular attendance.

## **What if I give my tests with a Scantron sheet but the student's accommodation allows him or her to write on the test?**

We will transcribe the student's answers from the test booklet to the Scantron, if you would like us to. Please specify this on the test request form so we will know to do this for the student.