**SAS ACCOMMODATIONS & TESTING REQUIREMENTS**

Addendum Syllabus Statement to Be Attached, Emailed or Delivered to

Each Student Along With Each Course Syllabi

# STUDENT ACCESS and ACCOMODATIONS DEFINED

A higher education environment offers students with disabilities the opportunity to access and meet the stated learning objectives for any course regardless of its credit status. Accommodations are one means of providing students with disabilities access to their coursework.

Accommodations are offered to each individual student as they directly relate to their specific disability. For example, a student with mobility impairment who has full use of h/her hands and has not cognitive impairments, would not be provided a classroom note-taker.

Accommodations are intended to provide students’ an avenue to demonstrate mastery of course material without changing the academic measure of competency established for all students. In other words, accommodations should not fundamentally alter the core-learning expectations of any course. In practice, this means that while Student Accessibility Services (SAS) personnel are very enthusiastic to assist each student in engaging the same course requirements and associated testing requirements as their peers, those requirements cannot be changed. For example, a closed-note, closed-book test cannot be converted through the accommodations process to an open-note, open book test. This provision stands even if a student was offered open book/open note exams in High school

SAS accommodation policies and procedures are consistent with the California Community College system and the Americans with Disabilities Act (ADA). They supersede any K-12 Individual Educational Plan (IEP). That is as stated above, access and accommodations services offer qualified students the opportunity to academically achieve in the same course of study as all other students without disabilities. In contrast, and IEP assures students with disabilities have the opportunity to advance relative to their own abilities without regard to their peers expectations/performance.

In sum, the intent of any accommodation is to ensure that students have access to a course of study. Accommodations at the California Community College system, unlike their K-12 counterparts, are not intended to maximize the personal potential of an individual student nor guarantee their success towards stated learning objectives for a course.

# II. STUDENTS CONSIDERED for ACCOMMODATIONS

Any student who believes they may need an accommodation based on the impact of a documented disability should schedule an appointment with an SAS Counselor at the:

Student Accessibility Services (SAS) Office  
Learning Resource Center   
Room LC115

(415) 485-9406  
SAS link: http://www.marin.edu/DSPS/index.html

Accommodations can be extremely helpful to a student in reducing or relieving the impact of their disability. Examples of reasonable accommodations may include:

1. Ensuring that all course materials are accessible to the blind or visually impaired and/or deaf or hard of hearing;

As well as…

1. Providing equitable access to any course activities inside or outside the classroom for students with a mobility impairment;

As well as…

1. Providing assistive technology that converts text-based instructional material into speech which reads back the text.

# STUDENT MATERIALS NEEDED IN ORDER TO RECEIVE ACCOMMODATIONS

Students requesting an accommodation **must** initiate their request with the College of Marin (COM) Student Accessibility Services (SAS) department. Also, students must renew that request **every semester** as the context of a student’s disability and/or associated accommodations often changes over time.  For example, if a student is offered more time in which to complete exams because of having broken wrists, that person may no longer need those same accommodations once h/her writs have healed.

After meeting with an SAS Counselor and if qualifying for accommodations, a copy of the accommodation letter(s) will be given to the student. In turn, the student shall provide a copy of the accommodations letter to the instructor of the course in which accommodations are sought.

Students are strongly encouraged to engage in an interactive dialog with their instructors around the implementation of their accommodations. This dialog should ensure students receive full access to their course and/or program’s curriculum while also maintaining the core learning outcomes of that course and/or program of study. Accordingly, students are required to present their accommodations letter to their instructors for each class in which they wish to be accommodated. This assures that an opportunity is afforded, if needed, to discuss/explain what adjustments should be made in that course as related to their accommodations.

Students must discuss the appropriate day and time that an exam with accommodations will be provided with their instructor. Students who schedule or re-schedule an exam with SAS outside of their instructor’s knowledge or approval may risk not receiving credit for that exam and may fail that course as a result.

# STUDENT PARTICIPATION NEEDED TO RECEIVE ACCOMMODATIONS

An accommodations request must be articulated by the individual student and not by a third party unless that third party is a sign language interpreter or functions in a similar capacity. That is, accommodations are not intended to be created and/or be put into place without the student’s direct participation and/or dialog.

The interactive process requires that each individual student articulate their accommodation needs relative to the significant impairments which cause them to h/her SAS Counselor. The SAS counselor, and often times the instructor, must review accommodations options with each individual student to ensure access is properly afforded without compromising the integrity of the course. In short, a student must be present and directly contribute to any meeting in which their individual accommodations are being designed and approved.

Understandably, then, parents, guardians or caregivers cannot act on the behalf of a student without h/her presence to design accommodations with SAS staff members. To do so would violate the required interactive process between student and SAS professional as required by the ADA.

# V. SAS TIME NEEDED TO PUT STUDENT ACCOMODATIONS INTO PLACE

Students are strongly encouraged to initiate the accommodation process in the early part of the semester or as soon as the need is recognized. Accommodations quality and delivery promptness may be impacted if a student does not:

1. Make a timely request for accommodations prior to every new semester’s beginning;

and…

1. Meet with an SAS Counselor every semester;

and/or…

1. Discuss the adjustments detailed in the accommodations letter with their respective instructor (if needed).

# CURRENT SAS EXAMINATION GUIDELINES ON SAS WEBSITE (https://www.marin.edu/DSPS/policies.html)

Students may receive testing accommodations from their SAS counselor. Please see the following for examination guidelines and procedures:

1. Valid photo identification (e.g. COM student ID (discount card), driver’s license, etc.) must be presented in order to receive any services.
2. Advanced appointment scheduling is required for all exams and quizzes.
   1. Regular exams and quizzes: minimum 5 business days’ notice in advance of the scheduled date of your exam.
   2. Mid-terms & Final Exam: minimum 7 business days’ notice in advance of the scheduled date of your exam.
3. You are responsible for both contacting your instructor and the SAS office when you have an exam in order for SAS to receive the test in a timely manner.
4. You are responsible for contacting SAS and your instructor if, for any reason, you are unable to take your exam on its scheduled day and time. It is then up to you to see if the instructor will allow a make-up exam. If your instructor approves re-scheduling, a new request must be submitted. You may then re-schedule a new testing time with SAS. Please be aware that we must base the scheduling on room availability at the SAS office or other designated locations.
5. Arrive on or before the scheduled test time. If you are late, that time will be counted as part of your test time, just as it would for a student late for class on a test day.
6. Please use the restroom prior to your arrival at the test taking site. If you must use the restroom during your exam, your instructor will be notified. Time spent going to the restroom will be counted as part of your testing time.
7. Splitting of tests can only be done if pre-arranged with SAS and your instructor. Your accommodation letter must indicate that splitting tests are permitted and all split tests must be concluded within 24 hours of the test start-time.
8. Students are expected to abide by the student Standards of Conduct, which will be enforced. The Standards of Conduct are published in brief in the college catalog and the full policy is available online. Any instance of cheating is a violation and will result in the confiscation of the test, which will then be given to your instructor. You will not be allowed to complete the test. Your instructor may choose to report the incident to the department dean. The incident will be noted in your SAS file.
9. Only test materials authorized in writing by the instructor prior to the test will be allowed (class notes, dictionaries, textbooks for open book exams, etc.). Turn off your cell phone and leave it in your bag or other secure location prior to your exam.
10. Please use only the scratch paper provided by SAS testing proctor.
11. Accommodation tools such as multiplication tables, calculators, etc. will only be allowed when specifically approved in writing by your SAS counselor.
12. No children will be allowed in the testing area. Please make arrangements for appropriate childcare beforehand.

# STUDENT ACCOMMODATIONS & TESTING INTEGRITY REQUIRMENTS

Testing and other coursework are assigned to provide opportunities for students to demonstrate mastery of course subject matter and assess competency towards course learning objectives. Unless stated otherwise, it is expected that any testing or assignment product represents only the work of the individual being assessed. Any exams or assignments that do not meet the above standard of demonstrable course subject matter proficiency will be subject to forfeit and will not apply towards the completion of course learning objectives; for example, students who co-compose exam responses or assignments with the help of an aide or facilitated communicator will not receive credit for those assignments or exams.

# VIII. STUDENT TESTING ACCOMMODATIONS & INTERNET ACCESS REQUIRMENTS

A student is not allowed nor permitted to access the internet during their exam period. An exception to this rule will be made if the internet is used to initiate the operation of the exam itself or to initiate any assistive technology essential to the facilitation of the exam.  In such a case, the student’s computer usage will be closely monitored to ensure academic integrity is maintained.  Examples of assistive technology include:

1. Students who need to use assistive technology like Kurzweil 3000 to read the exam back to them.
2. Students who need specialized programs which are not already downloaded onto SAS computers (e.g. Visual Studio).
3. Students who use voice dictation software to type their exam.

PLEASE NOTE: The SAS office does not resolve disputes outside of accommodations or access needs. Accordingly, should a conflict arise between instructor and student regarding unauthorized use of the internet and exam integrity, the issue’s resolution rests solely between student and instructor.

# VIV. TESTING ACCOMMODATIONS & BREAKS REQUIRMENTS

Students will be only be allowed authorized breaks during testing under the following two conditions:

1. If breaks are permissible by the instructor and written/stated as such to SAS; and/or
2. If the accommodations letter provided by SAS specifies the need for breaks in writing.

Students who take unauthorized breaks from exams may put the validity of their exam at risk and may lose credit for their exam/s as a result.

PLEASE NOTE: The SAS office does not resolve disputes outside of accommodations or access needs. Accordingly, should a conflict arise between instructor and student regarding unauthorized breaks and exam integrity, the issue’s resolution rests solely between student and instructor.