Glossary of Accommodations

This document contains information and definitions of the accommodations used at Western Michigan University. Although this list is quite extensive, it is also ever evolving as new accommodations are added or more information is included.

15 minute break, if requested, when feasible and appropriate

Adjustable desk – desk that can adjust in height to accommodate wheelchairs and other disabilities. DSS can request desks and chairs from logistic services.

Advanced notice of assignments – the details of an assignment given prior to announcement of assignment to class.

Alternate format for textbooks and course materials – all course materials in a digital format. DSS will order digital textbooks for students.

Alternative format of materials in Word – materials specifically formatted and provided in specific versions of Microsoft Word form for screen reading purposes.

Alternative test format – formatted other than paper/pencil such as digital for a screen reader, subjective form rather than objective, oral versus written, etc.

Alternative to group work – assignments done by the individual rather than in a group

Alternative to pop quizzes – a different way of determining same information without an abrupt change of subject.

Alternatives to "clicker" assessments – use of paper/pencil, recording device or oral response.

Alternatives to oral presentations – alter presentation to exclude speaking to the whole class. May speak only to the professor, do the background or written portion of the assignment.

ASL - American Sign Language is a visual language, through which the brain processes linguistic information through the eyes. (National Association of the Deaf).

ASL Interpreter – A sign language interpreter is a person trained in translating between a spoken and a signed language. This usually means someone who interprets what is being said and signs it for someone who cannot hear, but understands sign. (nchearingloss.org)

Assistance animal – support animals provide companionship, relieve loneliness, and sometimes help with depression, anxiety, and certain phobias, but do not have special training to perform tasks that assist people with disabilities. Even though some states have laws defining therapy animals, these animals are not limited to working with people with disabilities and, therefore, not covered by federal laws protecting the use of service animals. Therapy animals provide people with therapeutic contact, usually in a clinical setting, to improve their physical, social, emotional, and/or cognitive functioning. (adata.org)
**Assistance with clinicals** – academic accommodations that could be modified so to be reasonable at a fieldwork site or clinical environment.

**Assistive listening device** (ALD) -- any type of amplification device that can help people communicate more effectively. ALDs can be used with or without hearing aids and can improve hearing in the presence of background noise, listening on the phone or to television, as well as improve hearing at a distance. (chsc.org)

**Attendance consideration** – Some disabilities impact an individual’s ability to leave home. Whether the disability is a chronic illness such as fibromyalgia, medical conditions like Crohn’s disease or psychological related like PTSD, the individual would need reasonable accommodation for absences related to the disability. An accommodation for attendance does not give the student permission to ignore the course attendance policy, however it can allow for flexibility.

**Closed-Caption videos** – Closed captioning (CC, "closed" means it hidden until selected) and subtitling are both processes of displaying text on a television, video screen, or other visual display to provide additional or interpretive information. (Wikipedia.com)

**Carry emergency plan for anaphylaxis** – a written plan for medical emergency treatment in case of severe or anaphylaxis reaction a allergen.

*** **Carry Epi-pen and training tool** – type of medication used to halt an anaphylaxis reaction to allergens.

**CART** – Communication Access Real-time Translation. Also known as real-time captioning. Most often, the hard of hearing or deaf uses CART to understand what others are saying, especially in meetings, classrooms or large events.

**Clarification of terminology and procedures when appropriate and feasible** – synonyms or definitions and explanation of specific directions.

**Class discussions alternatives** – a different way of allowing participation without the student needing to speak in front of groups.

**Cold weather transportation** – transportation provided by DSS or by the City of Kalamazoo. May cause the student to be late or miss class.

**Consider mobility/tardiness** – transportation provided by DSS or by the City of Kalamazoo. Modes of transportation that may run late due to scheduling, weather and other hazards.

**Consideration for math classes** – alternatives to mathematics classes, such as substitution or specific accommodations.

**Consideration to keep phone for medical reasons** – the necessity of having a phone with the student at all times due to critical health issues. Ex: - patient waiting for call about a diagnosis or organ transplant.

**Copies of lecture materials before class** – materials such as PowerPoint slides or guided notes made accessible and available to allow students to come prepared. Also helps students
with some disabilities to be able to focus on the lecture rather than writing what is on the screen.

**Desktop video magnifiers (CCTVs)** – a magnification system of a customized camera and viewing monitors or screens. A print item is placed under the camera and the image is displayed on the screen. The viewer can control lighting, color, contrast and zoom. Print material can be adjusted up to 87 magnification. (enhancedvision.com)

**Discuss a plan for make-up work and tests** – a plan developed to address missed work or tests due to disability. Consideration for number of extra days allowed to submit work without penalty and arrange for specific time and place to take a test missed due to disability.

**Discuss breaking large written assignments into smaller components** – allowance for feedback on sections of a paper or project, prior to due date. Ex: outline, introduction, body, conclusion or summary, rough draft, then completed paper or project.

**Discuss communicating via email** – alternative to face-to-face, in person contact.

**Discuss extending fieldwork assignment to make up days missed** – allowance for additional hours upon conclusion of the normal placement responsibilities to make up time lost due to disabilities.

**Discuss fieldwork hours** – allowance for limited consecutive hours without breaks and/or consecutive days worked. Extended assignment days or hours may need to be arranged.

**Discuss possibility extension on dissertation work** – an agreement to allow for additional weeks or months to complete the work on a dissertation when completion is impacted due to disability.

**Discuss possibility of having duplicate sets of equipment to limit carrying weight.** – an agreement to loan or rent course equipment for use outside of class.

**Discuss possibility of taking tests in afternoon for morning classes** – an agreement to allow a test to be taken at a time other than a scheduled class.

**Discuss possible accommodation revisions if recommended by physician** – an addendum or modification of accommodations based on professional recommendation. The progression of some disabilities warrant.

**Discuss supportive measures to prevent medical reaction** – an action plan to help mitigate medical incidences. Example: request to entire class to use colognes sparingly, allowing snacks in class to prevent diabetic shock, and so forth.

**Discuss the possibility of flexible due dates** – an agreement to allow for slight extensions for assignments when timeframe is disrupted due to disability.

**Divide tests/exams into parts with break in-between** – a provision to all a student to be giving a predetermined section of a test to complete, after which, a short 10-15 minute break may be taken before completing the second portion of a test.
Double time for tests/exams – extended time for a test to be 100% more time to complete a test. Ex. 50 minutes doubled is 100 minutes, 75 minutes doubled is 150 minutes.

Emergency - contact parent – a contact required when or if a student has a medical emergency in class, such as seizure, diabetic reaction, panic or PTSD trauma.

Enlarged print – any handout, test or other print materials with the font sized increased to the students preferred range, usually 16-22 point size

Extended time for in-class writing assignments and quizzes longer than 15 minutes – an agreement to allow a student additional time for hand-written work in class. Conditions such as dyslexia, dysgraphia and written experience all impact spelling and how putting together thoughts without support (spell checkers, screen reader technology, etc.

Extended time for labs – an accommodation to allow for completing labs when impacted by disability. Mental processing speed, written expression, spelling and other disabilities make it difficult to complete tasks in a timely manner.

Fieldwork within 30 min travel

FM Loop system – student will use a FM loop system for hearing devices

foreign language or mathematics substitution – substitution for these classes with another comparable course

Gator temporary transportation – students may receive on campus temporary transportation for temporary mobility disabilities

Have drink/snack in classroom – student shall be permitted to have a snack or drink in the classroom for health reasons

Housing consideration – student may need certain housing accommodations such as an air conditioner, personal room, or emotional support animal

Individual testing room – student shall be allowed to take exams in a private, quiet room

Leniency for spelling/writing for in-class writing and essay tests

Limit spontaneous participation (called on to write on board and/or answer questions)

Limited number of tests a day – student shall only have to take one exam per day

Limited repetitive motion of hands for more than 5 minutes

list of terms for fieldwork

Math substitution (this is on here more than once)

Metro County Connect coupons – student shall receive 30 coupons once a month for travel back and forth for academic purposes only

Minimal group participation when new groups and/or timed activity
NCR paper – student shall have paper for a note taker in class

**No accommodations requested**

No scantron answer sheets – Student shall not be required to complete a scantron form with an exam

Note card for math – student shall have a note card available to them for exams

**Note taking or assistance with lecture notes** -

Note-taker – student will have another student in the class take notes, and the student will get a copy

**Off-site participation (Skype, Go-to-Meeting, etc.)**

**Off-site tests to be proctored** -

One day extension for in-class writing assignments – student shall turn in their in class writing the next day

Online classes – student shall take online versus in person class

**Organizational assistance**

Paper vs. electronic tests – student shall be given an exam on paper instead of an electronic format

**Permission for air conditioner**

**Permission to bring a small blanket for health purposes**

**Permission to complete documentation/records in a quiet environment, if requested, and when feasible and appropriate**

**Permission to have additional time to complete fieldwork documents when appropriate and feasible**

Permission to leave/return during class and tests – student shall be permitted to take a break during class and exams

Permission to record lectures – recording lectures for later review

Permission to record supervisor reviews of progress for fieldwork – recording supervisor feedback to reflect on when given feedback

Permission to sit while completing records and documentation – student is permitted to sit when completing paper work

Permission to stand/sit/move – permission to move during the class

Permission to take short break to regulate medical condition – taking a short break in class to use the restroom or eat to regulate medical condition
Permission to use a word processor for in-class note-taking and essay examinations – student shall be permitted to use a word processor for taking notes and completing essays

**Permission to use WMU Pantry due to food allergies**

**Permission to wear earplugs/headphones during tests or filing fieldwork documentation**

**Permission to wear hat or cap during tests once checked for security** –

Possible extension for papers – student shall have the possibility of an extension for papers in necessary due to disability

Possible make-up work/exams – student shall have the possibility to make up work and exams missed due to disability

Possible music/headphones – possibility for the student to listen to music while taking the exam

Possible note card for tests – potential for note cards to be used during the exam

Possible oral tests – student will answer examination questions orally

Preferential seating – student shall have seating in the front of the classroom

Reduced class load – student shall take less than 12 credits and/or have them spaced out appropriately

Regular contact with professors – student and professor shall engage in regular contact

Request for accessible classroom – Classrooms shall be accessible for all students

Separate table/chair – Instead of a one-piece desk, the student shall be given a separate table and chair

Short break for classes over 1 hr. – Student shall be given a break in class

Sign Language Interpreter – ASL interpreter in class to interpret for the student in real time

Special housing arrangements – Student may need certain housing accommodations

Submit assignments electronically – Submitting assignments electronically instead of hard/paper copy

**Support for online class**

Test questions clarification – Ability to ask questions for clarity on an exam

Test Reader – A reader who will verbally give the exam to the student

Test scribe – A scribe to record answers for a student’s exam

Tests started in class and completed with additional time in department – extended time outside of class
Time and 1/2 for quizzes longer than 15 minutes - Time and half from what is given to the class for tests and exams. For example, if the class is given 1 hour, the student will get 1.5 hours.

Time and 1/2 for tests & exams, including on-line – Time and half from what is given to the class for tests and exams. For example, if the class is given 1 hour, the student will get 1.5 hours.

**Timely feedback**

**Timely responses from professors for email and voice messages**

Transcribed materials – Student shall have transcribed materials for all videos and audio given in class.

**Unknown**

Use assistive technology for coursework and exams – student shall be permitted to use assistive technology for coursework and exams, including a laptop, word processor, etc.

Use of calculator – Student shall be permitted to use a calculator when its use does not fundamentally alter the goal of the course.

Use of CCTV – Student will use CCTV when taking exams or doing homework.

**Use of dictionary, when appropriate**

**Use of formal weekly goals and objectives worksheet**

Use of formula card for tests and exams – Student shall be permitted to use a formula card during exams and tests.

Use of spell check – Student shall be permitted to use spell check during class and exams.

Use scrap paper during tests – Student shall be provided scrap paper during an exam.

Use word bank on tests/exams, when appropriate – Student shall be provided with a word bank for fill in the blank questions when appropriate.

**visual directions vs. spoken directions**

Wear visor or dark glasses – Student shall be permitted to wear sunglasses or visor in class.

**Weight lifting restriction**