



Accommodation Guides

Materials in Alternate Format

Guidelines for use:

- Students must complete a [Book Request Form](#).
- Students must have proof of purchase or ownership (ex: book receipt) to request a book in alternate format.
- The timeline for processing books can alter depending on publishers. We will start reaching out to publishers as soon as the Book Request Form is completed.
 - Once we obtain a copy of the book and proof of purchase or ownership is established, it can take up to 5 business days to upload a book.
- Please also note that the book may need to be cut, scanned and rebound if the publisher is unable to provide the requested textbook in alternate format. Rented textbooks can be cut and scanned.
- Copyright Laws for Alternative Format:
 - You will not infringe copyright laws by copying, sharing, or redistributing the alternative format.
 - You must return and/or delete the alternate format at the end of the semester due date or if you withdraw from class/college, sell or give away the book.

Use of Recording Device

Guidelines for use:

- In accordance with [Colorado Community College System SP 19-50 – Use of Recording Devices](#):
 - Students may record a class or discussion, including in-person or online classes and discussions, when such recording is an approved disability accommodation, or if the student has received written permission from the person teaching the class.
 - Authorized class recordings by students are for study purposes only and may not be uploaded to the internet, or otherwise shared, transmitted, or published without the prior written consent of the person teaching the class and others who were recorded.
- The instructor should respect the privacy of the student and not announce or ask permission of the class for recording.
- For confidential or personal information, instructors should work with Accessibility Services so we can ensure the student has the notes that they need.

Process for Assistive Technology:

- To be approved for Use of a Recording Device, students will either:
 - Be set up with an Assistive Technology (AT) appointment in their Initial Meeting;
 - Check that they are interested in notetaking or alternate text technology on their Semester Request Form;
 - Be referred to AT by staff;
 - Or reach out to our office directly.
- This is to set up an AT Training. Appropriate technology accommodations will be determined in the training.



Extended Deadlines

- The student's disability may cause absences or delays in work or test completion.
 - Extended deadlines **must** be due to the student's disability.
- **Students must communicate with instructors to use this accommodation. The conditions of this accommodation should be established before absences or challenges to completing work become an issue.**
- Requests for extension of assignment dates or tests due to a disability should be considered on an individual and course-by-course basis. The core competencies and learning outcomes of the course will **not** be modified.
 - Generally, the student is given 1-2 additional days to submit coursework past the submission deadline. However, the timeline may depend upon the disability-related circumstance. Accessibility Services supports the method and timing of making up assignments or tests if they are mutually agreed upon by the student and instructor(s).
- If needed, please contact Accessibility Services to help determine if/when this accommodation is reasonable to implement.

Flexible Attendance

Guidelines for use:

- The student's disability may cause absences, lateness, or early departure from classes.
 - Variations in attendance **must** be due to the student's disability.
- **Students must communicate with instructors to use this accommodation. The conditions of this accommodation (method and timing of notification of absences, making up work that is missed) should be established before absences become an issue.**
- Requests for flexible attendance due to a disability should be considered on an individual and course-by-course basis. The core competencies and learning outcomes of the course will **not** be modified.
 - If absences exceed a reasonable amount of time and impact the student's access to learning and the integrity of core competencies or learning outcomes, **the instructor** should inform Accessibility Services.
- **Following a disability-related absence, the student is responsible for the course content, lecture notes and information presented on that day.**
- If needed, please contact Accessibility Services to help determine if/when this accommodation is reasonable to implement.

Use of Basic Four-Function Calculator During Testing

Guidelines for use:

- The student's disability impact results in a reasonable accommodation of use of a basic, four-function calculator during testing.
- **Students must communicate with instructors in a timely fashion to discuss the use of a calculator.**
- If needed, please contact Accessibility Services to help determine if/when this accommodation is reasonable to implement.



Use of Memory Aids (i.e., notecard, formula sheet) During Testing

Guidelines for use:

- The student's disability impacts their memory and recall. They may require the use of a notecard, formula sheet, or other memory aid during testing.
 - Memory aids may include mnemonics, prompts, "big picture" concepts or themes, terms, and definitions written in the student's own words, **only if** their memorization/recall is **not** being evaluated.
 - Memory aids should **not** contain any facts, concepts, or processes being tested (ex: if knowing a specific formula is an expected learning outcome of the course, the formula would not be allowed on the memory aid.)
 - Memory aids do **not** serve as a substitute for studying.
- **Students must communicate with instructors in a timely fashion to discuss the use of memory aids on assessments.**
 - Some courses may not permit the use of memory aids. If the design of the exam is such that the use of any outside materials would jeopardize its integrity or constitute a fundamental alteration, this accommodation may be deemed unreasonable.
- **Any memory aid should be approved by the instructor at least 24 hours ahead of time to ensure that it does not negate any intended learning outcomes.**
- If needed, please contact Accessibility Services to help determine if/when this accommodation is reasonable to implement.