DATE: Wednesday, April 26, 2023

TO: Faculty and instructors of **Tonda Bechtelar**, PSU ID: 9-9999-9999

FROM: **name of assigned Disability Specialist**, Disability Specialist, abc123@psu.edu

RE: Academic Accommodations for **Spring Semester 2023**

This information is confidential.

Tonda has a documented disability and is registered with Student Disability Resources (SDR). Tonda is to receive reasonable academic accommodations according to the Americans with Disabilities Act Amendments Act of 2008 and the Rehabilitation Act of 1973. The accommodation process is a shared responsibility among SDR, students, and faculty/instructors. Responsibilities specific to each party are included at the conclusion of this document. For Tonda in this semester, SDR recommends the following academic accommodations:

- **Note-taking assistance.**
  - This student may request notes provided by the faculty/instructor (if available) or permission to record using either a digital recording device or SDR-approved note-taking app. SDR may contact faculty/instructors for assistance identifying a peer notetaker for the course.
  - Permitting recording of classroom or instructional activities as an SDR-approved accommodation is in accordance with University policy AD40 (see "Exceptions" within policy AD40: https://policy.psu.edu/policies/AD40). University policy AD40 requires that a student shall only record classes/lectures with the express permission of the course instructor.
  - There are circumstances where classroom recordings may not be a reasonable option, and faculty/instructors are encouraged to contact the above listed disability specialist to discuss.
  - The provision of unrestricted access to class recordings may be a reasonable alternative to the use of a digital recording device or note-taking app. Instructors may consider recording lectures as a recommended best practice to promote access for all students, particularly involving asynchronous online instruction.

- **50% extended time to take exams/quizzes in a distraction-reduced environment.**
  - This applies to both in-person and online exams/quizzes that are to be completed in a single session. This accommodation does not automatically apply to exams/quizzes that are to be completed outside of the classroom over a period of multiple days.
  - Distraction-reduced does not mean the location needs to be silent, separate, or private without other students.
• Instructions on extending a student's time for online exams/quizzes within CANVAS can be found at https://community.canvaslms.com/docs/DOC-13053; for additional help, please contact your online course designer or the SDR Exam Coordinator (sdrexam@psu.edu).
• **MATH 004-MATH 252: notify the Math Exam Coordinator**
  - Tonda, if you are enrolled in any course from MATH 004 to MATH 252, please send a copy of your accommodation letter to Kyrsten Murphy (kml5346@psu.edu), Math Exam Coordinator, in order to arrange and receive your 50% extended time for math exams.
  - Any instructor of MATH 004 to MATH 252 should send a copy of the student's accommodation letter to Kyrsten Murphy (kml5346@psu.edu), Math Exam Coordinator. Tonda has also been informed to contact Katie, but instructors’ partnership in this process facilitates accommodation provision.

**SDR Responsibilities:**
- Use documentation from qualified professionals to drive the accommodation process.
- Guide the interactive process that results in the provision and implementation of accommodations.
- Coordinate and arrange accommodation delivery.
- Support students and faculty in the process.

**Student Responsibilities:**
- Request accommodations from your instructor via email and copy your disability specialist.
- Confirm with your instructor that accommodations are in place and provide notice for testing accommodations.
- Report any problems or issues with academic accommodations to your disability specialist and instructor.

**Faculty and Instructor Responsibilities:**
- Upon receipt of this letter, provide the student with the above listed academic accommodations.
- After providing the accommodations, grade the student according to the same standards used for other Penn State students.
- Contact the above listed disability specialist and Student Disability Resources with any questions about the provision of accommodations or how they relate to course requirements.

**Student Disability Resources values your partnership.**

**Thank you for helping to make Penn State an accessible and equitable place to obtain an education.**