

# ISU Mathematics Department Disability Accommodation Policy

If you have a disability and require accommodations, please contact the instructor early in the semester so that your learning needs may be appropriately met. You will need to provide documentation of your disability to the Student Accessibility Office, located on the main floor of the Student Services Building, Room 1076, 515-294-7220.

Kathy May is the Accessibility Liaison for the Mathematics Department. She is in 396E Carver. You can reach her at [kjmay@iastate.edu](mailto:kjmay@iastate.edu) or at 294-4003.

## Accommodation Procedure

### Step One

Complete the [SAS Registration Form](#).

### Step Two

Provide any relevant documentation. Please note documentation must meet our guidelines in order for the student to become eligible for services. For more details, please review our [Documentation Guidelines](#).

Documentation will be reviewed by an Accessibility Coordinator and any communication will be sent to the student's ISU email.

### Step Three

After the documentation has been reviewed by an Accessibility Coordinator and the student is considered eligible for services, they will be invited to come to the SAS office (or a virtual meeting) for a welcome meeting to discuss the accommodations that have been given. During this appointment, the Accessibility Coordinator will walk the student through each of the accommodations, explain the Notification Letter process, and explain how to have a conversation with professors.

### Step Four

A Notification Letter will be emailed individually to professors in each class that the student would like accommodations for. It is the student's responsibility to contact each professor to discuss how their accommodations will be implemented. If possible, we encourage all students to meet with their instructors during their office hours.

### Step Five

After the initial semester, the student will request Notification Letters each subsequent semester through Accommodate.

### Step Six

The student can contact an Accessibility Coordinator at any time if they are having issues with implementing or receiving an accommodation or if they having trouble accessing Accommodate.

## Test Accommodations

**Extended time\* & Distraction free rooms\*\*:** To schedule a room to provide time extension on tests and/or quizzes faculty and free of distractions may employ any of the following means or combination of means:

- Utilize their own office.
- Complete the Math Room Request Form and turn in to 396 Carver. They will locate a room in the following order:
  - Math controlled room
  - Through Room Scheduling
  - Through Disability Resources
  - Professor or TA's office. If room cannot be found, instructor will be contacted to work with student(s) to change time of exam. Allow student to remain in the classroom for the extended time if the classroom is available and distraction free conditions are not required. Confirm room availability through Room Scheduling at 4-5338 or e-mail [roomscheduling@iastate.edu](mailto:roomscheduling@iastate.edu).

\* Please note that if a TA and/or instructor are available to answer clarifying questions during the regularly scheduled exam, this should be an option during extended time as well.

\*\* Please note that if a TA and/or instructor are available to answer questions during the exam in the primary room this should be an option for students taking exams in distraction free rooms.

- **Readers and scribes:** To ensure effectiveness of readers or scribes, particularly where specialized vocabulary or formula are needed, departments will arrange for readers and scribes.
  - Readers and scribes can be student workers with the knowledge that accommodations are to be kept confidential. Contact Kathy May, Disability Liaison, for assistance.
  - Readers and scribes can be TAs or undergraduate research assistants.
  - In some cases, the exam can be pre- recorded on a cassette tape that the student would play during the exam time. The student should be consulted on this option.

## **Classroom Accommodations**

- **Note takers:** Students requesting note-taking assistance as part of their classroom accommodations will inform instructors via their SAAR form. Instructors should:
  - Provide clear and legible copies of their own notes, if available.
  - At the next class meeting, request a volunteer student who takes good notes and has good attendance to provide copies of their notes directly to the student. The instructor will arrange for the note taker and the student to meet privately and communicate the confidential nature of the service.
  - Student Accessibility Resources will provide carbonless notebook paper to students for note takers or will cover any costs associated with copying notes. Notebooks can be picked up in DR or from the Math Liaison.

- Math secretaries can make copies of class notes if the student brings notes to the main office and indicates they are for an accommodation.

## **Sample Syllabus Statements**

All Mathematics syllabi shall include a statement regarding disability accommodations.

Iowa State University is committed to assuring that all educational activities are free from discrimination and harassment based on disability status. Students requesting accommodations for a documented disability are required to work directly with staff in Student Accessibility Services (SAS) to establish eligibility and learn about related processes before accommodations will be identified. After eligibility is established, SAS staff will create and issue a Notification Letter for each course listing approved reasonable accommodations. This document will be made available to the student and instructor either electronically or in hard-copy every semester. Students and instructors are encouraged to review contents of the Notification Letters as early in the semester as possible to identify a specific, timely plan to deliver/receive the indicated accommodations. Reasonable accommodations are not retroactive in nature and are not intended to be an unfair advantage. Additional information or assistance is available online at [www.sas.dso.iastate.edu](http://www.sas.dso.iastate.edu), by contacting SAS staff by email at [accessibility@iastate.edu](mailto:accessibility@iastate.edu), or by calling 515-294-7220. Student Accessibility Services is a unit in the Dean of Students Office located at 1076 Student Services Building.