

STUDENT ACCESSIBILITY CENTER (SAC) PROCEDURE SHORTCUTS FOR FACULTY

ACCOMMODATION LETTERS

All students registered with the SAC receive letters that list the accommodations for which the student is eligible. Students are requested to bring copies of their letters to each of their professors and set up a contact time to discuss the implementation of their accommodations. When you receive a letter from a student you can:

- Schedule a contact time with the student or ask the student to see you during your office hours to discuss their accommodations
- Let the student know what you prefer regarding accommodations like testing or recording lectures; for example, whether you would like them to schedule their tests in the SAC Testing Areas at the same time as the class, or at any time during the test day, how you would like them to notify you of a scheduled test in SAC, etc.

Please know that students are encouraged to ask you about your preferences, and to let you know how they plan on using their accommodations. They are also encouraged to work closely with you so that they can be successful in completing the course requirements of your classes.

It is always the student's choice whether or not to use their accommodations.

TESTING IN SAC TESTING AREAS

Students with testing accommodations through SAC have 3 options regarding testing:

- Take tests/quizzes in the classroom along with the class using no accommodations;
- Take tests/quizzes with accommodations if the student and professor agree to a time and place;
- Schedule to take tests/quizzes in the SAC Testing Areas with accommodations.

If choosing the latter, students are requested to schedule their tests with SAC at least 3 days prior to the testing date, and are asked to remind their professors of each scheduled test. You will also receive a calendar invitation from SAC that lets you know the test has been scheduled.

Once you know about a test scheduled in the SAC Testing Area, you can email the test to Taylor Greer, Testing Coordinator at tgreer3@ashland.edu or au-sac@ashland.edu, along with a completed Proctoring Instruction Form or your emailed proctoring instructions. (The proctoring instruction form is test-based, not student based, therefore, you will not need to include any student names on the form)

TESTING AREA HOURS

The SAC Testing Areas are open during the following hours:

Monday—Friday 8:00 AM—5:00 PM

QUESTIONS OR CONCERNS?

If you have any questions or concerns about these procedures, the SAC, or student accommodations, please contact:

Silvia Henriss, Director at: shenriss@ashland.edu or (419) 289-5904