



Pennsylvania Institute of Technology

A.D.A. Reasonable Accommodation Student Procedures

H. Matthew Meyers, President

New: **April 11, 2023**

Supersedes: NEW

**Applicable
Department(s) AA
Primary/Owner: AA/SA
Secondary: EX**

The "Accommodations" section of every syllabus reminds students that it is their responsibility to self-disclose their disability. Faculty reinforce this to students during the first week of class as well as alert students to the correct process.

Students are not required to use all the accommodations to which they are entitled, but they are strongly encouraged to involve their instructor in those decisions early in the term.

Procedure

If a student self-discloses to any staff member, they must be directed to the Director of Student Affairs to complete the appropriate paperwork. Students will be asked to provide the proper paperwork for verification. Medical documentation will be kept confidential.



When a student self-discloses, the Director of Student Affairs and the Associate Dean will review the request and approve appropriate accommodations. The student will get a copy of the approved accommodations that the student will share with faculty at their discretion.

Guidelines for Reasonable Accommodations

It is essential for faculty to maintain a student's privacy. If a student wants to discuss accommodations, try to do so during office hours or via email. Though there are many different kinds of accommodations, and the most common [accommodations](#) for students with disabilities are:

- Extended time on exams (double time or time and a half)
- Use of laptops for tests and exams requiring lengthy essays
- Use of calculators for math-related tests and exams
- Permission to record lectures
- Reduced course load as appropriate to the program — could affect financial aid
- Early access to course registration
- Faculty-provided copies of lecture notes
- Use of e-books or audiobooks
- Access to voice recognition software (Office 365)
- Access to text-to-speech programs (Canvas Immersive Reader)

Recommended Accommodations for Course Design

- Use a consistent organization layout and font on the content pages
- Tables do not work well with screen readers, so consider alternative organizational elements
- Provide concise text descriptions of the content presented within images (text descriptions of web resources)
- Use large, bold, sans-serif fonts on uncluttered pages with plain backgrounds
- Implement color combinations that have high contrast so students with color blindness can decipher the information