In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, the purpose of these accommodations is not to give disabled students an unfair advantage, but rather to give them an opportunity to demonstrate mastery of course content and information being tested by minimizing or eliminating the impact of the disability.

FACULTY IS EXPECTED TO:

• Provide the accommodations listed below. No accommodations need be provided if they cause undue hardship, such as when a student does not give sufficient notice that an accommodation needs to be made.
• Maintain the same expectations and requirements for all students. We are not asking that instructors modify essential course requirements for the sake of the student.
• *Keep this information CONFIDENTIAL and only discuss it privately between you and the student. To insure ADA mandated confidentiality, please do not discuss/refer to a student’s disability in front of others. This information is not to be released to others without the permission of the student.*

IT IS THE STUDENT’S RESPONSIBILITY TO:

• Share this letter with Faculty, preferably at the beginning of the term.
• Make all necessary arrangements in advance to use testing accommodations at the Academic Resource Center
• Insure that by the use of accommodations that no other existing coursework or assignments are adversely affected.
• It is the student’s responsibility to request accommodations and our responsibility to provide them. Faculty members are an integral part of this process. *We strongly encourage the student to make an individual appointment to meet with faculty to discuss their accommodations as early as possible in the semester.*
• *All Blackburn students have the right to refuse or decline an accommodation for any reason. However, if the Blackburn student wishes to exercise this right, they then have the responsibility to notify all parties involved in the accommodations process (Counseling Services, ARC, Faculty) immediately upon said decision. Blackburn College cannot be held responsible for the consequential results should a student be afforded accommodations services and chooses not to use them.*

Blackburn College Counseling Services and the ARC have approved the following accommodations based upon documentation verifying the existence of a disability and an evaluation of the students needs.
- Tape recording of lectures
- Access to teacher handouts, outlines, powerpoints to supplement student notes
- Note taking assistance in class
- Additional times on in-class writing assignments
- 50% additional time on tests, exams, and quizzes
- Distraction free test quiz, exam taking setting
- Test, quizzes, exams read using a trained proctor
- Use of non-programmable calculator on tests and quizzes involving math calculation
- General and specialized tutoring

Please do not accept any handwritten remarks inside the accommodation area. If any of the above academic adjustments result in a fundamental alteration of the course, please contact counseling services or the ARC.

Thank you for your continued hard work and dedication to provide the finest quality instruction to the students of this institution. Counseling Services and Academic Resource Center are available to assist you. If you have questions regarding this accommodation, feel free to contact me at x5759.

Thanks,

Tim Morenz MA, LCPC
Director of Counseling Services
Blackburn College
217-854-5759