

ARC: Accommodation Descriptions

ACCOMMODATION	ACCOMMODATION DESCRIPTION	
<p>A MINIMUM OF 1.0X -1.5X - 2.0X TIMES THE CLASS TIME TO COMPLETE AN EXAM OR QUIZ.</p> <p>ARC IS AVAILABLE TO PROVIDE THIS ACCOMMODATION IF TIME AND SPACE DO NOT PERMIT WITHIN THE DEPARTMENT.</p>	<p>Extended time to take tests. As per the policy regarding test accommodations for students with disabilities, faculties are asked to provide 1.5-2.0 times.</p>	<p>Deadline Extensions. The accommodation is based on the student's individual need, taking into consideration the impact of the extension(s) on other course requirements (i.e., daily homework, quizzes, exams, projects, papers) so when needed a 3 week deadline extension will be provided.</p> <p>Other Testing Accommodations:</p> <ul style="list-style-type: none"> • Enlarged Copy • Screen Reader • Calculator • CCTV • Reader • Computer • Spell Check • Speech Recognition Software • Dictionary • Screen Magnification
<p>THE USE OF A COMPUTER DURING CLASS AND/ OR EXAMS.</p>	<p>Use of computer to take lecture notes. Students with orthopedic disabilities may need to use a computer to take notes.</p>	<p>NOTE: Student may need the ability to use a computer with spell & grammar checker for assignments.</p>
<p>THE USE OF A SIMPLE HAND CALCULATOR DURING CLASS AND / OR EXAMS.</p>	<p>Use of calculator during exams. For certain documented disabilities, a scientific calculator is an appropriate accommodation. In this accommodation, calculators may be used for test items that do not measure the academic skills of computation (e.g. applied concepts and algebraic problems). The following types of calculators/devices may NOT be used during the test:</p> <ul style="list-style-type: none"> ♦ Pocket Organizers ♦ Electronic writing pads or input devices ♦ Calculators that can communicate (transfer data or information) wirelessly with other calculators/devices ♦ Calculators with symbolic algebra capabilities (e.g., multiply or factor polynomials) 	
<p>A READER.</p>	<p>Extended time and use of reader to take tests. As per the policy regarding test accommodations for students with disabilities, faculty is asked to provide 1.5-2.0 times and access to a reader during the exam.</p>	<p>ARC is available to provide this accommodation if time, space, and staff does not permit within the department.</p>
<p>A SIGNED LANGUAGE INTERPRETER OR TECHNOLOGY FOR IMPAIRED HEARING.</p>	<p>Signed language interpreter. ARC Main Campus assistance is required. Sign language interpreter(s) will be provided by ARC-Main Campus. Their responsibility is to interpret or transliterate all verbal communication within the classroom setting. Interpretation is the conversion of spoken English to sign language and transliteration is the conversion of sign language to spoken English.</p>	
<p>A WRITER.</p>	<p>Writer assistance. Writers are provided to those students requiring assistance in producing written material. Writes write down material dictated by students for examinations, term papers, and any other required writing assignments.</p>	<p>NOTE: Professors can facilitate this by announcing the need for a student to volunteer as a writer for a student with a disability throughout the semester. This should be done without identifying the student in order to maintain confidentiality.</p>
<p>USE OF THE ARC COMPUTER / CCTV</p>	<p>Student will need to make arrangements with ARC office/Staff to request use of computer lab located in Student Services & Technology Center 228.</p>	

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A NOTE-TAKER.	<p>Note taking assistance. Copies of student notes can be made through ARC Office/Staff, as needed.</p>	<p>NOTE: Professors can facilitate this by announcing the need for a student to volunteer as a note taker for a student with a disability throughout the semester. This should be done without identifying the student in order to maintain confidentiality.</p>
A PRIVATE ROOM AND/OR OTHER DISTRACTION FREE ENVIRONMENT FOR ALL TEST(S) AND QUIZ(S).	<p>Extended time and/or quiet location to take tests. As per the policy regarding test accommodations for students with disabilities, faculty is asked to provide 1.5-2.0 times and a quiet location. Exams should be administered in a private room without interruptions or distractions, such as ringing telephones or conversations taking place nearby.</p> <p>ARC is available to provide this accommodation if time and space do not permit within the department.</p>	
BRAILLE WRITER (VERSA POINT).	<p>ARC Main Campus assistance is required. This process will need to be requested at least 4 weeks advance notice.</p>	
ENLARGED PRINT. FOR ALL: HANDOUT(S), TEST(S) QUIZ(S)	<p>Enlarged handouts. Handouts enlarged on 11X17 paper or font size a minimum of 16 - 45 point to access printed materials. It is equitable for the student with a visual disability to have access to enlarged handouts at the same time of other students.</p>	<p>ARC is available to convert handouts if arrangements cannot be made within the department.</p>
ALTERNATIVE MEDIA.	<p>Scanning. Students may require conversion of print materials and textbooks to PDF format. Screen Reader or special software-Adobe for text to be read to student. Student will need to bring copy of purchase receipt for services. Students needs to request 3 weeks in advance.</p>	<p>ARC Main Campus assistance is required for this service. ARC-Gallup is available to convert handouts if arrangements cannot be made within the department.</p>
ERGONOMIC OR SPECIAL SEATING.	<p>Front row seating. A seat at the front of the class is necessary to provide clear view of the lecturer and written information.</p>	<p>Alternative Furniture. Students may require alternative chairs, tables, lighting, etc. which are provided by ARC-Gallup. Classroom aisles and access points should be free of impediments.</p> <p>ARC-Gallup Physical Plant Department assistance is required. Student to request for items before or during the semester as needed. Alternative furniture should remain in designated classrooms/buildings. All furniture labeled for use by ARC.</p>
TUTORING.	<p>ARC DOES NOT have tutoring services for disability students on UNM Gallup Campus. However, student is encouraged to utilize the Lobo Learning Center (CLC) or apply with the TRiO as needed.</p>	
THE USE OF A TAPE OR VIDEO RECORDING OF CLASS LECTURES OR MATERIAL FOR THE INDIVIDUAL'S EDUCATIONAL USE ONLY.	<p>Tape record lectures. The student may need additional opportunity to review the lecture, enhance notes, or clarify information by tape recording the lecture. Equipment and set up are the student's responsibility; we ask your cooperation in allowing the recorder to be placed in a location that maximizes sound and clarity.</p>	<p>Student is encouraged to purchase own equipment as needed.</p>
FLEXIBILITY IN TIMING OF TURNING IN CLASSROOM / HOMEWORK WRITTEN ASSIGNMENTS.	<p>Deadline Extensions. In order to receive a modification of deadlines (extended time on assignments); the student must meet with his or her instructor to determine what will be a reasonable extension period. The student should consult with the faculty in advance about how the student will meet the academic requirement. The student is responsible for ensuring that this consultation takes place. The accommodation will be based on the student's individual need, taking into consideration the impact of the extension(s) on other course requirements (i.e., daily homework, quizzes, exams, projects, papers).</p>	

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<p>MAY NEED TO <u>LEAVE</u> CLASS TO MANAGE HIS/HER HEALTH CONDITION.</p> <p>NOTE: ARC MAY OFFER ADDITIONAL ASSISTANCE IN CLARIFYING THIS ACCOMMODATION IF NEEDED.</p>	<p>Allowance to leave class. The nature of the student's disability or medication side effects may require allowance to LEAVE during class. Attention should not be called to the student nor should the student cause a disruption to the flow of the lecture while exiting and reentering the classroom. ARC may offer additional assistance in clarifying this issue if needed.</p>	<p>Attendance adjustment. In accordance with UNM Policy D170 on attendance found in the Faculty Handbook, attendance is required by all students. While ARC cannot supersede this requirement, we can work with students and faculty when an absence or tardy due to a disability occurs. Should an absence occur, the student must contact their instructor immediately to inform them that they will not be attending class. In courses where attendance is determined by faculty to be an essential requirement of the course, minimal absence/tardy adjustments may be appropriate. The student should consult with the faculty in advance to discuss this accommodation early in the semester. The student is responsible for ensuring that this consultation takes place. The accommodation should be based on the student's individual need, as well as taking into consideration the impact of the absence(s) on other course requirements (i.e., daily homework, quizzes, exams, projects, papers).</p>	<p>Allowance to take make-up tests. The nature of the student's disability or medication side effects may require allowance to take make-up tests when appropriate. In the event this causes the student to miss a test, ARC is available to provide this accommodation if time and space do not permit within the department.</p>
<p>MAY NEED TO <u>MISS</u> CLASS TO MANAGE HIS/HER HEALTH CONDITION.</p>	<p>Allowance to leave class.</p>	<p>Attendance adjustment.</p> <p><i>See detail accommodation description listed above.</i></p> <p>NOTE: ARC may offer additional assistance in clarifying this accommodation if needed.</p>	<p>Allowance to take make-up tests.</p>
<p>MAY NEED CLASSROOM / HOMEWORK ASSIGNMENTS EXPLAINED ORALLY AND IN WRITING.</p>	<p>Comprehension and understanding.</p>	<p>Clear view of the speaker's lips. The student is relying on speech reading to access spoken English.</p>	
<p>EXTENDED TIME AND USE OF A COMPUTER TO TAKE TEST.</p>	<p>Extended time to take tests. As per the policy regarding test accommodations for students with disabilities, faculties are asked to provide 1.5-2.0 times.</p>	<p>Use of computer to take test. Students with orthopedic disabilities may need to use a computer to take test.</p>	<p>NOTE: Student may need the ability to use a computer with spell & grammar checker for assignments. ARC is available to provide this accommodation if time and space do not permit within the department.</p>
<p>EXTENDED TIME AND CCTV TO TAKE TESTS.</p>	<p>Extended time to take tests. As per the policy regarding test accommodations for students with disabilities, faculties are asked to provide 1.5-2.0 times.</p>	<p>Use of computer to take test. Students with visual disabilities may need to use a CCTV to take test.</p>	<p>ARC is available to provide this accommodation if a CCTV is not located in the classroom.</p>
<p>ACCESSIBILITY TO CLASSROOM.</p>	<p>Students with orthopedic or chronic health disabilities may need additional passing time to class when they have back-to-back classes. Please allow a responsible amount of additional time before considering them tardy.</p>		

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NAVIGATION ASSISTANCE.	Students with orthopedic or chronic health disabilities may use a wheelchair, scooter, or other assistive device to negotiate campus. Please allow the assistive device to remain close to the individual should the student move from the device to alternative seating.
ACCESS TO COURSE MATERIALS (EARLY) SUCH AS SYLLABUS, NOTES, POWERPOINT, HANDOUTS, ETC.	Students may require early access to course materials to aid in note taking or comprehension of materials.
AWARENESS OF PHYSICAL LIMITATIONS.	Students with orthopedic disabilities may need allowance to adapt physical activities in courses requiring movement.
OTHER:	Other accommodation as needed. Accommodation will be listed under in the “other” category.

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UNM POLICY 2310: ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES

Effective Date: August 2, 2004

Subject to Change Without Notice

1. Policy

In keeping with the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990, the University is committed to providing equal access to educational opportunities for qualified students with disabilities. The University shall provide reasonable academic adjustments as defined in [Section 3.3](#), herein, to qualified students with disabilities as necessary to ensure equality of access to the courses, programs, services, and facilities of the University. However, students with disabilities are still required to adhere to all University policies, including policies concerning conduct and performance.

The student is responsible for demonstrating the need for an academic adjustment by providing [University Accessibility Resource Center](#) with complete and appropriate current documentation that establishes the disability, and the need for and appropriateness of the requested adjustment(s). The University is responsible for all costs of academic adjustments. The following sections provide procedures for students, faculty, and staff on academic adjustment requirements.

2. Procedures for Requesting and Determining Academic Adjustments

The first step in the process for a student who seeks academic adjustment because of a disability is to register with the [Accessibility Resource Center](#) Office and submit documentation of the disability from a licensed or certified professional in order to become eligible for services. Applicants to, or students in, the UNM School of Medicine and the Colleges of Nursing and Pharmacy should contact the UNM School of Medicine Manager of Student Learning Support Services for information on requesting academic adjustment. Applicants to, or students in, the UNM Law School should notify the Law School Registrar as well as the Accessibility Resource Center. Once a student establishes that he or she has a disability, the University will work with the student to determine what academic adjustments are appropriate and reasonable in accordance with [Section 3.3](#), herein.

2.1. Student Responsibilities

It is the student's responsibility to demonstrate the need for an academic adjustment by providing [Accessibility Resource Center](#) with complete and appropriate current documentation that establishes the disability, and the need for and appropriateness of the requested adjustment(s). Accessibility Resource Center can provide information on the kind of documentation that is required. If the initial documentation is incomplete or inadequate, the student will be required to provide additional documentation at the student's expense.

Accessibility Resource Center will determine a student's eligibility and, in consultation with the student, will determine effective and appropriate academic adjustments in accordance with [Section 3.3](#), herein. Accessibility Resource Center may consult with other University departments, as necessary, in order to make a determination of eligibility and what academic adjustments are appropriate and reasonable. Accessibility Resource Center will send a letter, per the student's request, to faculty, with a copy to cognizant department chairs, informing the faculty members of what adjustment(s) the student is to receive. Accessibility Resource Center is responsible for costs relating to academic adjustments that are part of instructional courses at the Albuquerque campus. Branch campuses are generally responsible for costs relating to academic adjustments for their students.

Once the student has established his or her eligibility for academic adjustments, Accessibility Resource Center will provide appropriate adjustments as expeditiously as possible. Generally, adjustments will be in place within fifteen (15) working days; however, some adjustments can require a longer period of time to arrange. Therefore, students are encouraged to pre-register with Accessibility Resource Center before classes begin so that adjustments can be in place when needed at the start of the semester. If pre-registration is not possible, students should register at the start of the semester or as soon as the need for an adjustment becomes known, and Accessibility Resource Center will make every effort to accommodate the student's needs as soon as possible. Requests received right at or after the start of a semester may result in the student being without the adjustment for part of the semester. Students should be aware that an academic adjustment does not apply retroactively, so that grades earned on exams, assignments, or other classroom activities before the adjustment takes effect will not be changed.

2.2. Faculty Responsibilities

Faculty members must provide students with the academic adjustments identified in the letter from [Accessibility Resource Center](#). If the faculty member has questions or concerns, or needs help with making the modifications called for, he or she should contact Accessibility Resource Center. If a student discloses a disability to a faculty member and requests an academic adjustment but the student does not have a letter from Accessibility Resource Center, the faculty member should direct the student to Accessibility Resource Center. It is not the faculty member's responsibility to decide whether the student has a disability and what adjustments are appropriate. Faculty can help the University meet its obligations to provide students with academic adjustments in a timely manner by stating on their class syllabus that students should inform them of any special needs as soon as possible. Students who do so should be referred to Accessibility Resource Center.

UNM POLICY 2310: ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES

Effective Date: August 2, 2004

Subject to Change Without Notice

2.3. Appeal

In most instances the academic adjustment determination made by [Accessibility Resource Center](#) will be acceptable to the student and faculty. However, if that is not the case, the determination is subject to appeal. In addition, the student can appeal a determination by an academic unit that an adjustment would result in a fundamental alteration of a course or program. The Provost/HSC Dean, or designee, will convene an ad hoc committee to consider the appeal. Members of the ad hoc committee will include representatives from relevant University departments as determined on a case-by-case basis. The ad hoc committee will follow the appeal procedures listed in [Exhibit A](#). The ad hoc committee will make a recommendation to the Provost/HSC Dean, or designee, whose decision on the appeal is final for the University. Every effort should be made to arrive at a determination of the appeal as expeditiously as possible.

3. Criteria for Determining Academic Adjustments

The University shall make academic adjustments for the known physical or mental limitations of a qualified student with a disability, unless the University can show that providing an adjustment would result in:

- a fundamental alteration of the service, course, program, or activity;
- an undue financial, administrative, or academic burden, and/or;
- a direct threat to the health or safety of the student or others.

3.1. Individual with a Disability

An individual with a disability is a person who has, or has had a record of, or is regarded as having a physical or mental impairment that substantially limits a major life activity such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working.

3.2. Qualified Student with a Disability

A qualified student with a disability is a student with a disability who meets the academic and technical standards required for admission and participation in the programs and activities of the University of New Mexico.

3.3. Academic Adjustment

An academic adjustment is a modification or adjustment to instructional methods and/or to a course, program, service, or facility of the University that enables a qualified student with a disability to have equal access and opportunity to attain the same level of performance and to enjoy equal benefits and privileges as are available to similarly-situated students without a disability. Determining reasonable academic adjustments must be done on a case-by-case basis and in consultation with the student. The University is not required to provide the specific adjustment requested, but the adjustment must be effective to enable a qualified student with a disability to enjoy equal opportunity and access. All offers of adjustments are subject to applicable University policies.

3.3.1. Course or Program Modifications

The University shall provide such modifications to courses, programs, or educational requirements as are necessary and appropriate to enable a qualified student with a disability to enjoy equal opportunity and access. However, the University is not required to fundamentally alter the essential nature of a course or academic program. Reasonable academic adjustments may include, but are not limited to, extended time on an examination or paper, and oral instead of written examinations, where appropriate.

3.3.2. Auxiliary Aids and Services

Reasonable academic adjustments in the form of auxiliary aids and services may include, but are not limited to: note-takers, readers, Braille or large print materials, and sign language interpreters. However, the University is not required to provide devices or services of a personal nature such as personal attendants or personal devices utilized in activities of daily living.

4. Americans With Disabilities Act (ADA) Coordinator

The Americans With Disabilities Act (ADA) Coordinator for The University of New Mexico is the Director of the University Office of Equal Opportunity. Students who believe that they have been discriminated against on the basis of a disability may contact the [Office of Equal Opportunity](#) to file a complaint.

5. Attachments

[Exhibit A](#) - Academic Adjustments for Students with Disabilities: Appeal Rights Procedure

The foregoing message and any attachments may contain confidential information. The recipient should keep such communications confidential and not forward them without express, written permission. If you have received this message by mistake, please return it to the sender and then delete the message. Thank you.