Overview of the process
1. Student meets with Office for Students with Disabilities (OSD), gets documents from physician.
2. OSD & student consult; OSD may consult with Labstaff or Student Affairs.
3. OSD provides Authorization for Accommodation (AFA); AFA are normally renewed for each quarter.
4. Student meets with Instructor to present current AFA & request accommodation in class.
5. Class proceeds as normally as possible, with reasonable accommodation.

Accommodations are designed to address functional limitations. It is not necessary (or permitted) to ask about the student’s diagnosis or to make further judgements about what is needed, once the AFA is in place.

Limitation of Accommodation. Authorization for Accommodation does not require an Instructor to change the course, only to make REASONABLE ACCOMMODATIONS for the student. A laboratory student, for example, must do & experience laboratory work, not just watch others.

Accommodations may include:
- **Exam accommodations**
  - Reschedule exam for later date - student to provide a minimum 24 hr. advance notice of need to reschedule/faculty to determine rescheduled date
  - Restroom breaks during exams, not to be counted toward exam administration time
  - Stretch breaks during exams
  - Separate, quiet, distraction-reduced testing (alone-no other students present)
  - Use of University laptop/word processor - not connected to a network
  - Extended test time (2.0 times the standard amount of time; applies to in-class exams only and NOT to take home exams)
  - Limit of one exam per day
  - Professor or TA exam clarification during exams (when permitted by faculty for all students)
  - Restroom breaks during exams: 10 minutes every 30 minutes

- **Classroom accommodations**
  - Ability to bring prescription medications to class/lab
  - Permission to stand during lectures/labs
  - Permission to take stretch breaks during lectures/lab
  - Restroom access during lectures/lab
  - Audio record lectures (Agreement form on file in the OSD.)
  - Copies of handouts/slides before class begins

- **Laboratory accommodations**
  - Ability to bring prescription medications to class/lab
  - Permission to stand during lectures/lab
  - Permission to take stretch breaks during lecture/lab
  - Restroom access during lecture or lab
  - Extended lab time
  - Wheelchair accessible lab station
  - Use of a stool/chair in lab
  - Adapted tools in lab

**Student role.**
Present AFA to Instructor ASAP.
Request accommodation.

**Instructor role**
Receive & sign AFA.
Define accommodation limits in the course, if any.
Provide reasonable accommodation (TA will assist).

**CHEM Labstaff role**
Assist Instructors & TAs.
Work with Student Affairs to set extra lab time.
Purchase tools/furniture as needed.

**CHEM Student Affairs**
Arrange extended/alternative test times.
Work with Labstaff on extra lab time

**NOTE.** A student requesting class or lab accommodation without an AFA should is referred to OSD. Any faculty or staff receiving an AFA from a student may request clarification/assistance from the Disability Specialist at OSD who signed the AFA.