

Subject: [SSD] Course Accessibility Letter - Hokie Skipper - GENERAL EDUCATION 2894.GEN - EXAMPLE COURSE (CRN: 000000)

Date: Thursday, April 13, 2023 at 8:22:42 PM Eastern Daylight Time

From: VT - Services for Students with Disabilities on behalf of Christa Miller

To: Miller, Christa



Accommodation Letter

04/13/2023

To: Christa Miller

Re: Accommodations for Hokie IN GENERAL EDUCATION 2894.GEN - EXAMPLE COURSE (CRN: 000000)

Services for Students with Disabilities has approved Hokie Skipper for the accommodations listed below. We strongly encourage students and instructors to meet privately to discuss these accommodations as early in the semester as possible.

1. Attendance/Deadline Modifications

- **Deadline Extension (1 Day)**

Student may request due date extension for out-of-class assignments. This generally does not apply to group assignments. Student should request an extension in writing to the professor before the due date unless the student's disability prevents this. Professor's acknowledgement should be in writing. An extension is 1 day(s) or 24 hours per assignment. Student and/or Instructor(s) should request support from SSD if there are any questions about if the accommodation interferes with essential course requirements.

2. Exam Accommodations

- **Off the Clock Break**

Student may need to take an off-the-clock break during an exam on occasion due to their disability. Student should be able to return to exam in 10-15 minutes without a time or grade penalty. Student may spend up to 15 minutes in a designated location in agreement with the proctor.

- **Restroom Proximity**

Student to take test in a location with close proximity to a bathroom, permission to go to the restroom as needed during tests and quizzes.

- **Tests Food/Water/Medicine continuous access**

Student may have access to food, drink, and/or medication at all times during tests.

3. Notes and Lecture Access

- ***Notetaking Technology***

The student may use an audio-recording device or notetaking technology to better capture course content. The student has been informed that audio recordings during class are (1) for their own personal use (no selling/sharing), (2) intellectual property subject to the code of student conduct, and (3) to be deleted once no longer relevant to their academic work.

Reasonable Notice

Faculty members should have adequate time after receiving a student's accommodation letter to make appropriate arrangements for accommodations. Students may give reasonable notice at any time in the semester by delivery of their letter

and are encouraged to communicate requests early. Reasonable notice is generally considered to be the amount of time the faculty member needs to implement the accommodation.

Instructor Information

If you have any questions about the implementation of these accommodations, or feel the accommodation is a fundamental alteration to the course objectives, please contact SSD as soon as possible at ssd@vt.edu or 540-231-3788.

Thank you for your time and attention. Disability access is an important goal, and we value your input and collaboration. If you have any questions or concerns about the contents of this letter or how to implement accommodations in your course, please do not hesitate to contact us.

Virginia Tech Services for Students with Disabilities
430 Old Turner Street, Suite 310
310 Lavery Hall
Blacksburg, VA 24061

www.ssd.vt.edu
Ph: 540-231-3788
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Reference Code: 1