

M E M O R A N D U M

TO: Amy Nielsen, Executive Secretary
Faculty Senate

FROM: Becky Bitter, Registrar's Office

FOR: Academic Affairs Committee

DATE: 17 December 2019

SUBJECT: Proposal to Revise Rule 83, Accommodations of Disabilities in the Classroom and Administration of Examinations

At its meeting on November 19th, 2019, AAC approved a proposal from the Access Center to revise Rule 83, Accommodations of Disabilities in the Classroom and Administration of Examinations. The revision updates terminology and process information for students and faculty.

It should be noted that AAC worked closely with the Access Center to clarify the instructor's role in responding to suggested accommodations. As the final paragraph notes, instructors may always respond to the Access Center's request with any concerns or questions.

The approved revision follows:

83. ACCOMMODATION OF DISABILITIES IN THE CLASSROOM AND ADMINISTRATION OF EXAMINATIONS

Washington State University is committed to providing access to education for all of its students. In order to have an equal opportunity to convey their knowledge, students with certain disabilities or chronic medical conditions require reasonable accommodations. In addition, federal law states that academic requirements must be modified on a case-by-case basis to afford qualified students with ~~handicaps~~ disabilities an equal educational opportunity. The nature of certain disabilities may necessitate accommodation of these disabilities in housing, the classroom, and in the administration of exams. It is the policy of the university to provide reasonable accommodation consistent with the fair and secure administration of its programs.

~~A student with a disability who may require special accommodation should contact the Access Center (or Office of Student Services) when he or she arrives on the WSU Pullman campus. On the branch campuses a student should contact the Office of Student Services. A file documenting the disability will be established, and an accommodation form initiated. The instructor may ask for verification of a disability when a student~~

~~requests an accommodation for an examination. The Office of Student Services or Access Center provides the student with a disability with an accommodation form verifying a disability and specifying the appropriate testing accommodation designed to fit the individual needs of that student. If the instructor disagrees with the arrangements as presented in the form, the instructor and/or student should seek the assistance of the Access Center (or Office of Student Services), department chair, cognizant dean or Vice Provost for Academic Affairs, in that order. The student and instructor may also contact the University Ombudsman or Office for Equal Opportunity.~~

Students with disabilities who would benefit from either academic or housing accommodations should submit the online “New Student Application” found on their campus Access Center homepage and upload appropriate disability documentation. Once the application and documentation have been reviewed, the Access Center on the respective campus will contact the student to arrange an intake appointment/visit and to develop an appropriate accommodation plan.

Instructors will electronically receive the Faculty Notification of Reasonable Accommodations letter once a student has requested and been approved for an accommodation. Instructors are encouraged to contact the student’s disability services provider if they have questions or concerns about any of the requested accommodations, including the feasibility/extent of flexible attendance accommodations with regards to successful completion of course activities and objectives. See the Flexible Attendance Guidelines at the Access Center website and at Rule 72.

STUDENT DISABILITY SERVICES OFFICE BY CAMPUS/LOCATION

- Bremerton: Access Center (Pullman)
- Everett: Access Center(Pullman)
- Global: Access Center (Pullman)
- Pullman: Access Center
- Tri-Cities: Access Center
- Spokane: Student Affairs – Access Resources
- Vancouver: Access Center
- Yakima: Access Center (Tri-Cities)
- Extension and other non-campus sites: Access Center (Pullman)

At this time, Faculty Senate review and approval is recommended, to be effective fall 2020.