

Ross School of Business
Policy on Testing Accommodations for Students with Disabilities
7/2016

Based on faculty suggestions, a successful pilot in the BBA core in AY '15-'16, and support from the Dean's Office, Ross is adopting a new, centralized approach to accommodating student disabilities, supported by a dedicated Faculty Support administrator.

Introduction: This document presents some information about providing reasonable testing accommodations for students with verified disabilities. A broader discussion of student disabilities and how instructors can make adjustments to accommodate them may be found on the [Services for Students with Disabilities web site](#).

Students who are eligible: Only students with a disability that has been verified by the office of Services for Students with Disabilities (SSD) will be granted accommodations. Such students are to provide Ross with a Verified Individualized Services and Accommodations (VISA) form authorized by SSD detailing the expected accommodations. To maintain fairness, students without a VISA form should not be given accommodations.

This policy is for students with disabilities. This policy and process does not apply to students requesting alternate times due to scheduling conflicts.

Course assessments that are eligible: Timed, in-class assessments such as quizzes and exams are most commonly eligible for accommodations. Take home exams, homework, and other class projects generally do not require accommodations, but there may be exceptions. Any questions about eligibility can be discussed with SSD staff (734-763-3000 or ssdoffice@umich.edu).

Student responsibilities: Students wishing to receive testing accommodations must register with the UM SSD ([Services for Students with Disabilities](#)) as soon as possible. It is the student's responsibility to submit their written request and Verified Individualized Services and Accommodations (VISA) form via online web form as early as possible, but no later than two weeks prior to the test or quiz for which accommodations are requested. In rare cases, the need for an accommodation arises after the two week deadline has passed (for example, a broken wrist). In these cases the student should still contact SSD and the Ross Accommodations Coordinator - however, due to logistical constraints we cannot guarantee that an accommodation can be made after the two week deadline has passed. Requests only need to be made once for each class.

Requests must be sent using the [Accommodations Request form](#) and must include:

- a scanned or photographed copy of the VISA form,
- student name,
- the class and related section number

- the specific accommodation being requested

Instructor responsibilities:

1. Maintain fairness: Do not give disability accommodations to students unless they have submitted their paperwork to the coordinator. The coordinator can be reached directly at RossAccommodationsCoordinator@umich.edu
2. Give feedback: This is a new process and we welcome your feedback as we strive to make it work. Please direct your questions and input to Ana Austin (amorrel@umich.edu), Faculty Support Director.
3. Notify students in syllabi and on Canvas sites: The language below should be included in syllabi, and in an announcement on your Canvas page. Faculty Support staff are able to assist you with this.
4. Communicate with the Accommodations Coordinator: When the coordinator notifies you that students have requested an accommodation, discuss all relevant portions of the course with the Accommodations Coordinator so they are aware of the timing of quizzes, special rules regarding exams, etc.
5. Provide exam and quiz materials: It is the instructor's responsibility to ensure that copies of tests or quizzes are available at the time and place of the accommodation.

Text for Syllabus and Canvas Announcement:

The University of Michigan is committed to providing equal opportunity for participation in all programs, services and activities. Students wishing to receive testing accommodations must register with the UM SSD ([Services for Students with Disabilities](#)) as soon as possible. Students must then submit their Verified Individualized Services and Accommodations (VISA) form via online web form as early as possible, but no later than two weeks prior to the test or quiz for which accommodations are requested.

Requests must be sent using the [Accommodations Request form](#) and must include:

- a scanned or photographed copy of the VISA form,
- your name,
- the classes and related section numbers,
- the specific accommodation you are requesting

All request must be made via the web form. Questions can be directed to the Accommodations Coordinator at RossAccommodationsCoordinator@umich.edu .

In rare cases, the need for an accommodation arises after the two-week deadline has passed (for example, a broken wrist). In these cases, the student should still contact SSD and the Ross Accommodations Coordinator at RossAccommodationsCoordinator@umich.edu ,

however, due to logistical constraints we cannot guarantee that an accommodation can be made after the two-week deadline has passed. Requests only need to be made once for each class.

Reviewing Syllabus with students: In addition to the written language specified above, the SSD office has recommended that the following summary be announced aloud in class while reviewing the syllabus with students:

“The University of Michigan is committed to providing equal opportunity for participation in all programs, services and activities. Request for accommodations by persons with disabilities may be made by contacting the Services for Students with Disabilities (SSD) Office located at G664 Haven Hall. The SSD phone number is 734-763-3000. The written syllabus includes full instructions for requesting accommodations due to disabilities.”

Best Practices for Quizzes: The logistics for providing testing accommodation on an in-class quiz can be challenging. The Ross Accommodations coordinator will work with the instructor and student to arrange reasonable accommodations.

Here are some examples of approaches that have worked in the past.

- (1) Design a twenty-minute quiz that will be given first thing in class. Have the extended-time student work on the quiz for ten minutes prior to class in your office and then complete the quiz with the rest of the class.
- (2) Have the extended-time student complete the entire quiz in office hours and work quietly on something else during the in-class quiz.

Here are some examples of what is **not** acceptable (i.e., if you do any of them, you will likely be engaging in discrimination that violates federal law).

- (1) Design a twenty-minute quiz, and then give everyone in the class thirty minutes to complete it.
- (2) Design a quiz with 6 questions, but ask the time-and-a-half student to complete only 4 of the 6 questions.
- (3) Design a twenty-minute quiz, give everyone in the class 20 minutes to complete it, and then adjust the final score on the extended-time student's quiz by a factor of 1.5.

Additional Resources: This policy is intended to reflect current requirements for meeting the needs of Students with Disabilities at the University of Michigan. If you have questions or concerns about this document and policy, please contact the Ross Accommodations Coordinator at RossAccommodationsCoordinator@umich.edu. Additional resources are available through the SSD website, including a full faculty and student handbook.