

# Policy on Testing Accommodations for Students with Disabilities

## Stephen M. Ross School of Business

[Updated 08.08.2022]

*Coordination of testing accommodations for students with disabilities is a centralized process overseen by the Ross Accommodations Coordinator in the Faculty Support department.*

[RossAccommodationsCoordinator@umich.edu](mailto:RossAccommodationsCoordinator@umich.edu)

*This policy only applies to students with disabilities; it does not apply to students requesting alternate exam times due to scheduling conflicts.*

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## REASONABLE ACCOMMODATIONS

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

## STUDENT ELIGIBILITY

Only students with disabilities that have been verified by the Services for Students with Disabilities (SSD) office should be granted accommodations. However, the Ross Accommodations Coordinator may make the decision to allow temporary accommodations for a student for urgent or temporary disability needs or for students who are confirmed to be in the process of verification with the SSD office.

The Ross Accommodations Coordinator is responsible for confirming eligibility for accommodations at Ross by reviewing official student Accommodation Letters from the SSD Office. Students must send their Accommodation Letter electronically through the SSD portal called *Accommodate* at the start of each semester. For Ross courses, these letters will route directly to the Ross Accommodations Coordinator who will then notify Ross instructors of student needs.

To maintain equitability, students without an Accommodation Letter should not be granted accommodations unless the Ross Accommodations Coordinator has been consulted and confirms that the student has an exceptional and reasonable case.

## ASSESSMENTS REQUIRING ACCOMMODATIONS

Timed, in-class and online assessments are most commonly eligible for accommodations. Untimed take-home exams, homework, and other class projects generally do not require accommodations, but there may be exceptions for which Ross instructors would be notified by the Ross Accommodations Coordinator. Any questions about eligibility can be discussed with the Ross Accommodations Coordinator.

## STUDENT RESPONSIBILITIES

Students wishing to receive accommodations must register with the University of Michigan Services for Students with Disabilities (SSD) office as soon as possible. We ask for two weeks' notice to coordinate and implement student testing accommodations.

Students verified for accommodations through the SSD office must send their Accommodation Letter through the electronic portal called *Accommodate* at the start of each semester. This should be done as early as possible, but no later than two weeks prior to the first test or quiz for which accommodations are requested. For Ross courses, these letters will route directly to the Ross Accommodations Coordinator. The day the Accommodation Letter is sent will be used to determine two weeks' notice.

In rare cases, the need for a testing accommodation arises after the two week deadline has passed (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 testing accommodations can be made with less than two weeks' notice.

## TEXT FOR SYLLABUS AND CANVAS ANNOUNCEMENT

**Instructors:** The text in the box below should be copied and pasted directly into your course syllabi and posted as a Canvas announcement:

*Note: If copying from .pdf file, highlight the text, right click, and select "Copy with Formatting")*

The University of Michigan is committed to providing equal opportunity for participation in all programs, services and activities. Students wishing to receive accommodations must register with the University of Michigan [Services for Students with Disabilities \(SSD\)](#) office as soon as possible.

Students must submit their official Accommodation Letter from the SSD office to the Ross Accommodations Coordinator at least two weeks prior to the first exam or quiz for which they require testing accommodations. Testing accommodation arrangements are not guaranteed for students who provide less than two weeks' notice.

**Students verified for accommodations must submit their Accommodation Letter at the start of each semester through the electronic portal called [Accommodate](#).** This can be done using the [Semester Request](#) feature. For Ross courses, these letters will route directly to the Ross Accommodations Coordinator who will communicate and coordinate all accommodated needs with the student's instructors at Ross. The day the Accommodation Letter is sent will be used to determine two weeks' notice.

In rare cases, the need for a testing accommodation arises after the two week deadline has passed (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 testing accommodations can be made with less than two weeks' notice.

Questions can be directed to the Ross Accommodations Coordinator:  
[RossAccommodationsCoordinator@umich.edu](mailto:RossAccommodationsCoordinator@umich.edu).

## REVIEWING THE SYLLABUS WITH STUDENTS

In addition to the written language specified above, the SSD office recommends 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 disability accommodations at Ross.”*

## INSTRUCTOR RESPONSIBILITIES

1. **Maintain equitability.** Do not promise disability accommodations to students unless they have submitted their Accommodation Letter to the Ross Accommodations Coordinator. The coordinator can be reached directly at [RossAccommodationsCoordinator@umich.edu](mailto:RossAccommodationsCoordinator@umich.edu) or 734-647-2802.

2. **Notify students of the accommodations process at Ross in your course syllabi and on Canvas sites.** The language above (see “Text for Syllabus and Canvas Announcement”) should be included in your course syllabi and in an announcement on your Canvas course site. The language may have been adjusted from the previous year’s policy, so please be sure to update your syllabi language each year when you receive an updated copy of this policy. Faculty Support staff can assist you with this as needed.

3. **Communicate with the Ross Accommodations Coordinator.** When the Ross Accommodations Coordinator notifies you that students in your course(s) have accommodations, please respond in a timely manner and confirm the dates and times of any assessments in your course. This will ensure that the coordinator has all of the information necessary to coordinate testing accommodations arrangements most efficiently. Be sure to notify the coordinator promptly if you make any changes to exam dates or times so that adjustments can be made accordingly for students with accommodations.

4. **Communicate with exam proctors and provide exam and quiz materials.** It is the instructor’s responsibility to ensure that copies of exams or quizzes are available at the time and place of their accommodation exams. Proctors for accommodation exams will be arranged by the Ross Accommodations Coordinator. These proctors are asked to connect with the instructors directly via email to arrange for pick up and drop off of testing materials and to discuss testing instructions. It is the instructor’s responsibility to communicate with the proctor(s) before the exam or quiz and to ensure they have the necessary testing materials on the day of the assessment (exam handouts, scantrons, special instructions, etc.). Instructors may arrange for proctors to pick up and/or drop off testing materials with the Faculty Support Coordinators on their floor as their office hours permit.

5. **Maintain student confidentiality and privacy.** It is crucial that student confidentiality and privacy are maintained. Information about students with disabilities and their accommodated needs should only be shared on a *need-to-know* basis. Those who *need-to-know* may include exam proctors, faculty support coordinators, or teaching assistants who are directly involved with the implementation of accommodations. If you are unsure of whether you should share information with a particular individual, err on the side of caution, and contact the Ross Accommodations Coordinator for guidance.

6. ***Give process feedback.*** We welcome your feedback as we strive to make the accommodations coordination process as useful as possible for all concerned. Please direct your questions and input to the Faculty Support Director.

## **ROSS ACCOMMODATIONS COORDINATOR RESPONSIBILITIES**

The Ross Accommodations Coordinator is responsible for ensuring the successful implementation of student disability accommodations at Ross. These responsibilities include, but are not limited to, the following:

1. ***Centralized communication.*** Serve as the central point of communication for students, staff, and instructors regarding student disability accommodations at Ross.

2. ***Accommodations eligibility confirmation.*** Review Accommodation Letters from Ross students to ensure their verification through the Services for Students with Disabilities (SSD) Office.

3. ***Share, maintain, and update lists of accommodated students for all Ross courses.*** Ross instructors can expect to receive a list of the accommodated students in their course(s) during the first few weeks of the semester. The list will include all students in that course who have been verified for accommodations eligibility along with notes on their in-class accommodations. These lists will also include information regarding the arrangements being made for extended time and other testing accommodations for your exams and quizzes. The list will be updated regularly and the instructor will be sent notifications when updates are made. Maintaining student confidentiality and privacy is a priority—these lists will only be shared with relevant persons on a *need-to-know* basis.

4. ***Coordination of testing accommodations.*** Coordinate exams for all students with testing accommodations, which includes reserving rooms, arranging proctors, communicating exam information with accommodated students, their instructors, and their test proctors, and reserving necessary equipment. Ross instructors can rely on the Ross Accommodations Coordinator to begin making accommodations testing arrangements for eligible students at the beginning of the semester; arrangements are communicated as soon as reasonably possible, and are prioritized in chronological order (i.e. arrangements for testing dates in October will be communicated before dates in November, etc.)

5. ***Make decisions on temporary eligibility in exceptional cases.*** Instructors can rely on the Ross Accommodations Coordinator to make decisions regarding a student's temporary or urgent need for accommodations in exceptional cases. Such cases may include, but are not limited to, sudden injuries that make writing an exam difficult for a student, unexpected hospitalizations, or a student in process with the SSD office who is experiencing a delay in verification. Instructors should contact the Ross Accommodations Coordinator for guidance when occasions such as these are brought to their attention.

6. ***Other tasks that support faculty, instructors, staff, and students in relation to student disability accommodations.*** The Ross Accommodations Coordinator is committed to student success and supporting faculty, instructors, staff, and students in achieving that end. All questions and concerns regarding student disability accommodations at Ross can be directed to the Ross Accommodations Coordinator.

## **BEST PRACTICES FOR QUIZZES**

The logistics for providing extended time testing accommodations on shorter, in-person quizzes can be challenging. The Ross Accommodations Coordinator will work with the instructor and students to arrange reasonable accommodations.

*Examples of approaches that have worked in the past:*

- ✓ Design a twenty-minute quiz that will be given first thing in class. Have the extended time student(s) work on the quiz for ten minutes prior to class in your office (or with an arranged proctor in a reserved classroom) and then complete the quiz with the rest of the class.
- ✓ Design a twenty-minute quiz that will be given at the end of class. Allow the extended time student(s) to leave when the quiz is distributed and go to a pre-designated classroom to meet a proctor who will administer the quiz with extended time.
- ✓ Have the extended time student(s) complete the entire quiz with you during office hours (or another time outside of class with an arranged proctor in a reserved classroom) and work quietly on something else during the in-person quiz in class.

*Here are some examples of what is **NOT** acceptable. In doing any of the below items, you are likely engaging in discrimination that violates federal law:*

- ✗ Design a twenty-minute quiz and then give everyone in the class thirty minutes to complete it.
- ✗ Design a quiz with 6 questions, but ask the time-and-a-half students to complete only 4 of the 6 questions.
- ✗ Design a twenty-minute quiz, give everyone in the class twenty minutes to complete it, and then adjust the final score on the time-and-a-half students' quizzes 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: [RossAccommodationsCoordinator@umich.edu](mailto:RossAccommodationsCoordinator@umich.edu). Additional resources are available through the [SSD Website](#) including a full faculty and student handbook.

## CURRENT ROSS ACCOMMODATIONS COORDINATOR

**Katy Reeves** serves as the current Ross Accommodations Coordinator—she has held this role since July of 2017. She holds a Master of Arts degree in Higher Education/Student Affairs and a Graduate Certificate in Academic Advising. Katy came to Ross with many years of experience in academic advising and other student success support roles, and has always enjoyed working with students and faculty alike. Before her career in higher education, she was a middle school teacher, so she understands the unique experience of being a classroom instructor first-hand. She strives to be a great support system for Ross faculty and instructors while supporting the success of students with disabilities. Katy is always happy to hear from you and to help support you where she can.

In addition to using the [RossAccommodationsCoordinator@umich.edu](mailto:RossAccommodationsCoordinator@umich.edu) generic email address, you can contact her as listed below.

**Email:** [kbreeves@umich.edu](mailto:kbreeves@umich.edu)

**Phone:** 734-647-2802

**Office:** R6357