

Faculty Guide to Academic Accommodations at MCCC

Academic accommodations are determined by a student's individual academic need and the documentation presented in support of the accommodation request. Not all students will have the same accommodations. If you have questions, please email: stinsona@mccc.edu.

Standard Classroom Accommodations (list is not exhaustive)

2.0 quizzes and exams: if the student follows the process below, this accommodation provides eligible students with double the amount of time to complete quizzes and exams.

How to do it: students must request this accommodation a week before the quiz or exam by emailing their professor to request the extended testing time; next, they must reserve a seat at the Testing Center. For online classes, students should speak with their faculty to discuss their exams and HONORLOCK if necessary.

Distraction control testing: if the student follows the process below, this accommodation provides eligible students with a distraction-controlled testing environment on quizzes and exams.

How to do it: students must request this accommodation a week before their quiz or exam by emailing their professor to request their distraction control testing accommodation; next they must reserve their seat at the Testing Center (link below). For online courses with at home exams proctored by HONORLOCK, students must contact their faculty directly if they have specific questions about the process.

2.0 In class writing: eligible students can receive additional time to complete graded in-class written work that is assigned by the professor during a class meeting and collected at the end of the same class meeting for a grade.

How to do it: students must request this accommodation directly with their professor during class if they need the extra time to complete the graded, in-class writing assignment administered during the class meeting.

Record Class or Use of recording device: this accommodation allows eligible students to use their own technology to **audio** record class lectures. Students are instructed about appropriate use and that files are for personal use only and cannot be shared with classmates, posted on the internet or used on social media.

How to do it: Students may use their own personal assistive technology to record their class lectures. **Important Note: video recording is not permitted**

Use of Personal Laptop: this allows eligible students to use their personal laptop in class to type their work, complete their assignments, transcribe lectures and access any supporting software such as note taking apps, screen reading software and speech to text apps.

How to do it: Students may use their own personal laptops and related assistive software to complete the tasks above.

Tutoring Services: All students at MCCC are eligible to receive free, on campus tutoring for their academic courses.

How to do it: Students must book their appointments a day or two ahead by using the Learning Center's appointment link. **Important Note:** Appointments can only be made when classes are in session.

Photograph board: eligible students can take still photographs (not video) of anything that is written on the dry erase or chalkboard. Students are instructed about appropriate use and that files are for personal use only and cannot be shared with classmates, posted on the internet or used on social media. Students are instructed that they may not take photographs of their classmates or faculty.

ASL / CART: eligible students have access to ASL services (sign language interpreters) and CART services (Communication Access Real Time captioning) while in class. These accommodations are arranged through the CAR offices.

Alternate Format Exams: eligible students may require this accommodation when an existing exam needs to be modified to meet a particular requirement such as access to a digital exam copy to be used in conjunction with screen reading software.

Calculator: this accommodation permits eligible students to use a handheld calculator (**not a personal smartphone**) for in-class work, homework and exams. Faculty should identify the type of calculator that can be used in the course. Students must purchase their own calculator.

Wheelchair Accessible Desk: eligible students will have access to a wheelchair accessible desk while on campus in their classrooms. This accommodation is arranged through the CAR offices.

Peer Mentor: This in class support is an accommodation specific to students participating in the DREAM Program only.

Still have questions? Don't worry, we have answers.

Please reach out to Arlene Stinson[stinsona@mccc.edu] for assistance.