

<b>Alternative Media</b>		
<b>Name</b>	<b>Description</b>	<b>Requires Explicit Approval</b>
Braille	The student requires hard copy braille as their preferred format for materials.	
Digital to Print Materials	Student is unable to use digital materials and requires that materials be printed on traditional paper.	FALSE
Human-Narrated Audio (From Learning Ally)	When available, course materials from Learning Ally or other sources of human narrated audio will be provided to the student requiring alternate media.	FALSE
KES - Kurzweil 3000 Format	The student's preferred format for course materials is Kurzweil 3000 (KES) files. This is a proprietary format for use with Kurzweil software which can be converted from popular format types like DOC and PDF.	FALSE
Large Print (Hard copy)	The student requires that course materials be reprinted on paper in a large font suitable to the student's visual acuity.	FALSE
MathML	MathML is the student's preferred format for mathematics.	FALSE
Microsoft Word (DOC/DOCX)	The student's preferred format for course materials is Microsoft Word (DOC or DOCX) files.	FALSE
PDF	The student's preferred format for course materials is searchable, text-based PDF files.	FALSE
Tactile Diagrams	Blind students taking STEM or other visually intense courses who have the ability to read braille may benefit from having tactile diagrams made available to them.	FALSE
Text-to-Speech (Computer Audio)	The student's preferred format for course materials and exams is computer-generated text-to-speech should narrated audio not be available.	FALSE

<b>Alternative Testing</b>		
<b>Name</b>	<b>Description</b>	<b>Requires Explicit Approval</b>
1.5X extended Time on Exams	The student will be permitted up to 50% additional time on exams.	
2.0X Extended time on Exams	The student will be permitted up to double the prescribed amount of time on exams.	FALSE
2.5X Extended time on Exams	The student will be permitted up to 2.5 times the prescribed amount of time on exams.	FALSE
3X Extended Time on Exams	The student will be permitted up to three times the prescribed time on exams.	FALSE
4-Function Calculator	The student is approved to use a basic, four-function calculator to facilitate solutions to the exam by minimizing mistakes that manifest as a symptom of a learning disability.	FALSE
5X Extended time on Exams	The student will be permitted up to five (5) times the prescribed amount of time on exams.	TRUE
Allow Late Notice for Rescheduling of Exam	The student may need to reschedule an exam when their disability prevents them from taking it at the scheduled time.	TRUE
Alternate Test Days	Tests may need to be rescheduled to accommodate a single test per day for the student. SAS staff will work with instructors to identify alternate test dates if needed.	TRUE
Distraction-Reduced Environment	An alternative location and time must be identified for the student to take exams under the supervision of the instructor or an SAS employee for the purpose of providing minimum distractions to the student.	FALSE
Exam Break	The student requires short breaks during an exam that do not count against the total time on exam.	FALSE

Headphones with Music or White Noise	The student will need to use headphones with music or white noise while testing to assist with focus by eliminating the distraction of environmental noise.	FALSE
Memory Prompt Sheet	This Prompt Sheet compensates for disability-related memory issues. This should be created by the student and approved by the instructor in advance of use. It is allowed only if it does not alter an essential aspect of the course outline or the course's student learning outcomes.	FALSE
Reading Assistant	The student requires reading assistance from a staff member on exams.	TRUE
Reduced Remote Proctoring Restrictions	The student's disability will likely generate false positives regarding unallowable movement and/or activities during exams. Reducing certain restrictions to Honorlock or Proctorio will be permitted.	TRUE
Science Lab with SAS Proctor	Science Lab exams will be proctored by SAS staff. Access to the lab will be pre-arranged or exam materials will be provided to the student in an alternate format such as photos, drawings, etc.	TRUE
Scribe	The student requires assistance from a staff member with writing.	TRUE
Spell Checker/Dictionary	The student may use spell checker or dictionary for written exams. May not apply if poses fundamental alteration to student learning objectives.	FALSE
Two-Part Test Administration	With approval of instructor, the test may be administered in more than one session.	TRUE

## Animal

Name	Description	Requires Explicit Approval
Service Animal	The student's Service Animal is legally approved to accompany the student in all campus areas.	FALSE
Support Animal	Student's emotional support animal has been approved to accompany the student on campus grounds.	FALSE

## Assistive Technology

Name	Description	Requires Explicit Approval
CCTV	Used to enlarge images up close or at a distance.	FALSE
Kurzweil 3000	Kurzweil 3000 is used by student's with a print related disability to generate text-to-speech for course materials and exams.	
Perkins Braille	Device used for manual braille entry that is similar to a typewriter. This is especially useful for blind students taking math and science.	TRUE
Refreshable Braille	Electronic braille device that connects to a computer, tablet or smart phone.	FALSE
Speech to Text App/Software	An app or software is used to convert speech to text to facilitate hands-free keyboard input.	

## Classroom Accommodations

Name	Description	Requires Explicit Approval
Adaptive Furniture	Adjustable furniture such as a chair or table to accommodate the student's disability.	TRUE
Advance availability of course materials.	In advance of the lecture, all classroom materials such as handouts, PowerPoint slides, etc., will be emailed or provided to the student as soon as possible.	TRUE
Alternative to Class Presentation	If possible, allow student to do written presentations or to do presentations in small groups to reduce the impact of their disability.	TRUE
Computer/Assistive Technology in Class	The student requires use of laptop, CCTV or other assistive technology in class.	FALSE
Excused Absences	The nature of the student's disability may occasionally result in an unpredictable absence. A reasonable number of absences beyond the norm should not effect the student's grade.	TRUE
Extended Time on Short-Term Assignments	Prior to the due date, an alternate date must be arranged for each assignment. This can only be provided if it does not alter an essential aspect of the course outline or the course's student learning outcomes and is approved by the instructor.	TRUE
Flexible Assignment Due Dates	Description: Due to the unpredictability of severe/debilitating flares resulting from their disability, rescheduling tests, presentations, assignments, and/or other assessments may need to be arranged if assignments are unintentionally missed by the student.	TRUE
Food	Due to health conditions, the student is permitted to discretely consume a snack in class to offset medical symptoms.	FALSE
Hydration	Due to medication requirements, the student is permitted to discretely consume water to offset medical symptoms.	FALSE
In-Class Writing Alternatives	This student's disability makes in-class writing prohibitive. Alternate assignments outside of class are recommended.	TRUE
Lecture/Lab Break	The student may need to take a brief, periodic break from class.	FALSE
Off Camera	The student is permitted flexibility to turn on and off their camera during virtual classroom times.	TRUE
Preferential Seating	The student requests specific seating such as the front row, near an open window or door, away from others, etc.	FALSE
Record Lecture	[Big: In-person Classes:] Student will make an audio recording of the lecture for their personal use only. [Big: Remote Classes:] Instructor will record the Zoom lecture and make it available to the student for personal use only.	FALSE
Remote Attendance	The student is permitted to attend class remotely instead of attending in-person provided that remote attendance will not conflict with the essential function of the class.	TRUE
Seizure Precaution	If the student has a seizure, it may not be necessary to call 911, but the campus nurse could be helpful. If it is a Grand Mal Seizure the student will be unconscious, with limbs jerking, and fall to the floor. Please roll them to their left side, put something under the head, ensure nothing is in their mouth. If breathing stops, or if the seizure lasts more than 5 minutes, call 911.	FALSE
Snapshot of Board or Video	The student needs to be able to take a snapshot of points written on the board or shown in the videos to supplement notes.	FALSE
Spelling Deficit Excluded from Grading	Due to issues with processing spelling, student will use standard spelling tools. However, when student did not make corrections, please accommodate misspellings.	TRUE

Videos with Closed Captions	The student requires that all instructional videos have a verbatim transcription of the audio track which may also include non-speech elements.	FALSE
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<b>Deaf and Hard of Hearing</b>		
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Name	Description	Requires Explicit Approval
Assistive Listening Device	A mic and transmitter is worn by the speaker so that a student who is hard of hearing can receive amplified audio.	TRUE
Real Time Captioning (CART)	The student uses an in-person or remote service to provide a real-time transcription of classroom lecture and dialogue. Please allow time for setup in advance of when the class begins. SAS staff will contact the instructor with further details of the setup.	FALSE
Sign Language Interpreter	A sign language interpreter will be provided to the student during class.	

<b>Internal Only</b>		
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Name	Description	Requires Explicit Approval
*** Unspecified - This should be replaced with actual eligibilities ***	This is a placeholder eligibility which should be removed and replaced by eligibilities that are specified in the student's file.	TRUE
College to Career	The student is eligible to enroll in C2C - A program designed to improve employment outcomes and to expand the range of jobs available to them.	TRUE
Course Repetition	The student is eligible to repeat one or more courses beyond the state guidelines for non-SAS students.	TRUE
Educational Assistance Classes (EAC)	Special classes needed to prepare the student for success in general college courses.	TRUE
Extended Tutoring Time	Students who present the Letter of Accommodation at the LRC may be granted extended time with tutors.	TRUE
Priority Registration	The student is eligible to enroll in classes in advance of the general student population.	FALSE
Reduced Course Load	Student is eligible to have the status of full-time student while enrolled in less than 12 units.	FALSE
Specialized Counseling	In addition to academic advising, the student is eligible to receive additional counseling such as disability guidance, affiliation referrals, etc.	FALSE
WorkAbility	The student is eligible to participate in a joint program of the Community colleges and the State Department of Rehabilitation designed to provide opportunities for people with disabilities.	FALSE

<b>Notetaking Services</b>		
<b>Name</b>	<b>Description</b>	<b>Requires Explicit Approval</b>
Digital Image Copy of Notes	Arrangements will be made to identify a student in the class whose notes can be converted to a digital image provided to the SAS student.	FALSE
Paper Copy of Notes	Arrangements will be made to identify a student in the class whose notes can be copied and provided to the SAS student in a hard-copy format.	
Searchable, Digital Notes	The student requires that the format of the notes taken by another student be provided in a searchable text format such as MS Word, plain text or PDF.	FALSE

<b>Notetaking Technology</b>		
<b>Name</b>	<b>Description</b>	<b>Requires Explicit Approval</b>
Livescribe Pen	The student will use a proprietary smart pen and microcapsule paper that synchronizes an audio recording with handwritten notes.	TRUE
Sonocent, Notability or Similar App	The student will use an app on a smart phone or tablet that synchronizes an audio recording of the lecture with the notes that are made in the app.	TRUE

<b>Transportation</b>		
<b>Name</b>	<b>Description</b>	<b>Requires Explicit Approval</b>
On-campus Transportation	If available at the specific campus, student requires tram/golf cart transportation between campus buildings.	TRUE

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