



Pine Technical & Community College (PTCC) values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our institution is committed to the inclusion of individuals with disabilities in its programs, services, and activities through compliance with state and federal laws. Individuals with documented disabilities enrolled in courses at PTCC will work with the Office of Accessibility and Accommodations to create an accommodation plan each semester that will provide reasonable accommodations based on their needs and course outcomes. This list of possible accommodations below is an outline of the most widely used accommodations for students with disabilities and is not exhaustive.

Accommodation Descriptions

EXTENDED TIME ON TESTS/QUIZZES

The student is permitted extended time on all tests and quizzes based on an agreed duration documented in the accommodation plan. For online testing, faculty will extend the time according to the student's accommodation plan. For face-to-face classes, if arrangements cannot be made within the classroom, the student can test in the PTCC testing center, proctored by the Testing Coordinator. The student is responsible for making arrangements 48 business hours in advance. The faculty must submit the proctor test form, the test, and all testing instructions to the testing center 24 business hours in advance of each test.

DISTRACTION REDUCED TESTING SITE

The student is permitted to take tests in the testing center to reduce potential distractions while testing. This accommodation provides a quieter space where students have fewer distractions potentially increasing their ability to maintain focus.

AUDIO RECORD LECTURES

The student is permitted to use an audio recording device to record class lectures for note-taking purposes only. The student is encouraged to discuss placement of the recording device with the instructor.

ADVANCED ACCESS TO COURSE MATERIAL

The student is permitted to have advanced access to course material allowing additional time to review the material at a pace that works for their learning needs.

ADDITIONAL VERBAL DIRECTION

The student is permitted to request additional verbal direction both in the classroom as well as by scheduling individual meetings routinely to support their understanding of course material. We encourage the student to contact the instructor as needed in order to support their completion of all course requirements specified in the syllabus.

ALTERNATIVE/PRIORITY SEATING

The student is permitted to have seating in the classroom that best meets their learning needs as documented in their accommodation plan.



ACCESS TO READ/WRITE SOFTWARE

The student is permitted to utilize Read/Write software to assist in their learning process. The software is available free of charge and course materials should be provided in a compatible format whenever reasonable.

BREAK LENIENCY

The student is permitted to move around or leave the class in the least disruptive manner to reduce symptoms or attend to their condition. Students are encouraged to discuss seating arrangements and the timing of breaks with their instructors whenever possible.

ALTERNATIVE TEXTBOOKS AVAILABLE

The student is permitted to receive course materials in alternate formats. The Office of Accessibility and Accommodations will work with student in providing document conversions as resources allow. For reasonable turnaround, the student is responsible for contacting the office at least four weeks prior to needing the materials. Common alternate formats include electronic texts, enlarged texts, and/or recorded texts.

EXTENDED DUE DATES

The student is permitted to receive extended due dates on all course work provided the extension does not interfere with the learning outcome for the course. All extensions are based on a reasonable timeframe agreed to by faculty and student.

CLOSED CAPTIONING

The student is permitted receive either a transcript of or closed captioning services for all audio materials used in class. All video and media are required to be accessible by all students. Captioning involves synchronizing text with audio content of a video presentation allowing a student to follow along visually.

OTHER

The student may be permitted receive other accommodating services based on their needs in/out of the classroom to effectively and efficiently complete the learning outcomes of their coursework. All other services will be agreed upon with the Office of Accessibility and Accommodation Services and will be documented on their individual accommodation plan each semester.