DISABILITY-RELATED EQUAL ACCESS ACCOMMODATION NOTICE
RECOMMENDED FOR INCLUSION IN ALL COURSE SYLLABI

Disability-Related Equal Access Accommodations – Students needing accommodations to ensure their equitable access and participation in this course should provide the instructor with an Academic Accommodation Authorization from Binghamton University’s Services for Students with Disabilities (SSD) office as soon as they’re aware of their need for such arrangements. Please visit the SSD website (www.binghamton.edu/ssd) for more detailed information. The office is located in University Union, room 119.

ACADEMIC ACCOMMODATION LETTERS

- Students seeking accommodations based on a disability-related need for equal access are authorized through our office. Instructors will receive an email with an Academic Accommodation Letter detailing the student’s accommodations.
- It is our expectation that the student will meet with you in a timely manner to arrange for the implementation of the authorized accommodations.
- The University Policy on the Determination & Authorization of Academic Accommodations for Students with Disabilities at Binghamton University, and additional information regarding student, faculty and staff rights and responsibilities in the process, can be found under the Faculty Responsibilities and Resources link in our SSD website at www.binghamton.edu/ssd. Please contact SSD with questions or concerns regarding individual situations.

STUDENT PRIVACY

- Do not disclose any student’s disability-related status or accommodations to other faculty or TA’s unless they need to know about a particular accommodation.
- Do not disclose any student’s disability-related status to students in the class.
- Keep Academic Accommodation letters in a confidential location.

ARRANGING FOR ALTERNATE TESTING SITES

- The University Testing Center (UTC) is available for reservations by faculty. Please visit: https://www.binghamton.edu/clt/utc/index.html for location and instructions.
- If a student’s SSD authorization includes extended time in which to complete exams, labs, and/or quizzes, you will need to identify a quiet, undisturbed location in which the student can begin your exam early or continue working on your exam after class.
- Students whose SSD-authorized accommodations include “a reduced-distraction test site” will require an alternate test site in a quiet, undisturbed location for the entire exam time with no more than 8-10 students.
- Test proctoring, and the availability of someone who is able to respond to appropriate questions from the student, is the responsibility of the instructor and academic department.
ARRANGING ASSISTIVE TECHNOLOGY FOR TESTING ACCOMMODATIONS

If a student’s letter includes the authorization of assistive technology for exams or quizzes, please make arrangements with the UTC (https://www.binghamton.edu/clt/utc/index.html) that is equipped with the appropriate technology.

If you are unable to secure a test in the UTC, you may also reserve laptops for this purpose from Services for Students with Disabilities by contacting Natalie Phelps, Student Accessibility Specialist at 777-2686 or morabito@binghamton.edu, five days in advance of the scheduled exam.

IMPORTANT INFORMATION FOR FACULTY AND TEACHING ASSISTANTS REGARDING DISABILITY-ACCESSIBLE CLASSROOM FURNITURE

Please call Physical Facilities’ Customer Service (at X72226) if you become aware that:
• A student in your class is experiencing difficulty accessing a disability-accessible workstation,
• There are not enough disability-accessible workstations to accommodate the students who need them,
• A previously existing accessible desk or chair has disappeared,
• Or a disability-accessible desk is sitting unattended in the hallway.

IMPORTANT LINKS

Faculty Responsibilities: https://www.binghamton.edu/ssd/faculty/index.html

Creating Accessible Course Materials: http://www.binghamton.edu/ssd/faculty/accessible-course-materials/index.html

University Testing Center: https://www.binghamton.edu/clt/utc/index.html