

Date: January 9, 2023

Accommodations below are to be considered active for the current Quarter.

The information contained in this letter is confidential. Please seek consultation from the CAE before discussing this information with colleagues.

To: Dear Instructor(s) and/or TA
Re: Accommodations for NIKI CHURCHILL, UID: 105470349;
Class: BIostat 0203B

NIKI CHURCHILL is enrolled in your course and has documentation of a qualifying disability on file with the UCLA Center for Accessible Education. UCLA provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act (ADA), ADA Amendments Act, and Section 504 of the Rehabilitation Act. This letter serves to inform you of the student's registration with the CAE and approved accommodations. The purpose of accommodations is to provide students equal access in learning the course content and demonstrating their knowledge on the subject. Faculty and departments are responsible for providing access to accommodations when given timely notice. Due to the nature of NIKI CHURCHILL's disability, they have been approved for the following accommodations:

Test Accommodations

None

Classroom Accommodations

- Adjusted assignment deadlines in consultation with CAE
- Adjusted attendance requirements in consultation with CAE
- Otter Voice Notes

Accommodations expiry date: June 19, 2023

Please note: There are different procedures for implementing accommodations for **in-person courses and remote courses**. You can find more specific information below about how to implement accommodations in both types of courses. Please contact the CAE Disability Specialist listed at the end of this letter with any questions.

Exam Accommodations

In-Person courses:

- ***Please note that the process for [requesting testing/proctoring services](#) from the CAE has changed. The procedure will no longer involve students requesting accommodations for each exam.
- If needing CAE proctoring support, faculty will immediately fill out this form- <https://sa.ucla.edu/Forms/p/EkHUK> to submit their request for proctoring support. Faculty can also email caetesting@saonet.ucla.edu to request CAE assistance with this process.

Remote Courses:

- **CCLE:** You are able to adjust times for students with an extra time accommodation. Guidance for how to do so can be found at the following link: [Timing and Accommodating requests from CAE for additional time](#).
- **Bruin Learn:** you are able to adjust times for students with an extra time accommodation. Guidance for how to do so can be found at the following link: [How to provide extra time on quizzes](#)
- If providing a take-home exam, visit [Guidelines for Extra Time Accommodation in the Remote Exam Environment](#) for more information. If you have questions after reviewing these guidelines, please follow up with the student's CAE Disability Specialist directly.

Notetaking Support Accommodations (this includes Notetaking Express, Peer Notetaking, Glean, Otter Voice Notes, Livescribe Smartpen, and Audio Recording Lectures)

In-Person courses:

- Your student will be instructed to use their approved notetaking support accommodation and instructor-provided recordings are not necessary, unless you have the means to do so.

Remote courses:

- **CCLE:** Please record and upload your Zoom lectures to CCLE if a CAE student with any assigned notetaking support accommodation is in your class. Kaltura, a program embedded in CCLE, provides captioned video and downloadable transcripts at 95% accuracy. See this link for information on [how to Record Your Lecture in Zoom and Post it in CCLE for step-by-step Instructions](#).
- **Bruin Learn:** Please record your Zoom lectures to Bruin Learn if a CAE student with any assigned notetaking support accommodation is in your class. You can record your Zoom meetings to the cloud and easily add them to your Bruin Learn site. Guidance for how to do so can be found at the following link: [Record a Zoom Meeting and Add it to Bruin Learn](#)
- See A.1 of [Protecting Privacy & Data During Remote Working & Using Zoom](#)

Adjusted Assignment Deadlines in consultation with CAE

- For more information about this accommodation including the responsibilities of the CAE student, the faculty, and CAE Disability Specialist, see the following link: [Adjusted Assignment Deadlines](#)

Adjusted Attendance Requirements in consultation with CAE

- For more information about this accommodation including the responsibilities of the CAE student, the faculty, and CAE Disability Specialist, see the following link: : [Adjusted Attendance Requirements](#)

Alternative Format Accommodations

- This accommodation converts printed materials into alternative or accessible file formats (**such as electronic text, large print, braille, or other special materials**). For example, these files may be navigated using a screen reader, or they may be read out loud using text to speech software.
- The following information only applies if alternative format is included in the bulleted list at the top of this letter (under Test Accommodations and/or Classroom Accommodations). Prior to the start of a new term, early access to course materials is needed (typically at least 4 weeks early) to ensure timely conversion of the documents. Please provide the student and the CAE's alternative format specialist (Rica Ocampo, rocampo@saonet.ucla.edu) with access to these course

materials, which typically includes the course syllabus, list of required textbooks, and assigned weekly readings (such as journal articles or chapter excerpts). This information may be provided electronically via email, a shared UCLA Box folder, or access to your LMS / course website.

Other Faculty Resources:

- Please visit the [CAE Faculty page](#) for the faculty handbook and additional resources.
- Please visit [Accessible Course Resources and Information](#) for information about document accessibility.
- Visit [DCP's resource page](#) and the University's communication about [Remote Approved Tools](#) for additional information.

Please refer students back to CAE if a student requests other accommodations beyond what are listed above. If you believe that students are requesting accommodations that seem unreasonable, or will compromise the academic integrity or alter the fundamental nature of your course please contact the CAE Disability Specialist below.

Please file this letter in a secured, confidential place. If you have any questions or concerns, please do not hesitate to contact me directly at the phone number or email address below.

Thank you for your assistance.

Sincerely,
Natalia Zafferano Peragine, M.S.
Disability Specialist
UCLA Center for Accessible Education
Email: nzafferano@saonet.ucla.edu Phone: (310) 267-2006