

From: Gretchen Rumsey-Richardson rumseyg@wwu.edu
Subject: [DAC] DAC Notification - GEOL 340.FTF - GEOLOGICAL OCEANOGRAPHY (CRN: 23086)
Date: April 1, 2022 at 3:25 PM
To: rolande2@wwu.edu

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You don't often get email from rumseyg@wwu.edu. [Learn why this is important](#)

Dear Emily Carlson Roland,

Kayson Brough (W01483262) is a student enrolled in the course: **GEOL 340.FTF - GEOLOGICAL OCEANOGRAPHY (CRN: 23086)**

The purpose of this letter is to notify you that Kayson is approved for the academic accommodations stated below and this letter is their request to use accommodations in your course.

1. Classroom Access

- Disability related absences
The student may miss class for disability-related reasons. The impact of disability-related absence may vary depending upon course design and the role of participation. The student should meet with faculty during the first week of the quarter, or as soon as this accommodation is approved, to determine: essential in-class assignments that require attendance for completion, when and how to communicate absence to the professor, how to gain access to missed content, how to make-up missed work, and how to turn in late assignments. Please contact the DAC counselor with any questions.
- GLEAN
GLEAN is a tool combining audio recording, presentation slides, and note-taking technologies. Please provide the student with copies of presented materials (unless already posted to Canvas) and allow for computer use during class. The student has signed a contract agreeing to use the materials only for their personal education and agreeing not to distribute these materials.

Have questions about recordings as they pertain to the ADA and FERPA? Consult [this guide](#).

Per the ADA, students granted with this accommodation are to be permitted to record. Recording in the case of an accommodation does not invoke FERPA and getting consent from others in the class is not necessary.

2. Exam/Quiz Accommodations

- 50% additional time
50% extra time on all exams and quizzes. Please implement extra time on any online assessments upon receipt of this letter. Note: this does not apply to take home exams where students are given more than 1 day.

DAC Exam/Quiz Accommodations

We have developed a NEW testing agreement, so that we can better assist in tracking and implementing testing accommodations for the course(s) that you teach, whether they are taught face-to-face or remotely online.

Please click here to submit a testing agreement for your course: [Alternative Testing Agreement](#) (or copy and paste the following link to your browser: <https://olympic.accessiblelearning.com/WWU/TestingAgreement.aspx?ID=85217&CID=164199&Key=Imyd18Xr>)

Submit just one testing agreement per CRN.

Want to copy a completed alternative testing agreement over to the same course that has more than one CRN (for example: a **BIOLOGY 205** course may have 5 different CRNs that are all instructed by the same professor, and which all meet together daily as one large class for lecture)? Do you have any other questions &/or comments, or are you seeking further guidance or more clarity regarding a particular testing related issue? If so, please feel free to contact the DAC Testing Center and Exam & Classroom Services Manager, **David Barrows**, at drs@wwu.edu or directly by phone at (360) 650-6650.

- Please respect Kayson's privacy. Students are not required to disclose the nature of their disabilities to faculty, classmates, or staff beyond the DAC Office. The fact that Kayson has a disability, and receives accommodations, is information protected by the Family Education Rights and Privacy Act (FERPA).
- If this is your first time receiving an accommodation letter or if you would like a reminder about why these letters are sent, please visit: <https://disability.wwu.edu/faculty/accommodation-information>
- To visit the DAC Faculty Portal to view a list of all students who have requested disability accommodations in your courses, please visit: <https://olympic.accessiblelearning.com/WWU/faculty>

please visit: <https://olympic.accessiblelearning.com/WWW0/instructor>

Sincerely,

Disability Access Center

516 High Street

Wilson Library 170

Bellingham, WA 98225-9019

360.650.3083 (Voice)

360.255.7175 (VP)

360.650.3715 (Fax)

Email: drsfrontdesk@wwu.edu

Reference Code: 1