



DIVISION OF DIVERSITY AND COMMUNITY ENGAGEMENT  
THE UNIVERSITY OF TEXAS AT AUSTIN

*Services for Students with Disabilities – 100 West Dean Keeton St. A4100 – Austin, TX 78758-1093*  
*ddce.utexas.edu/disability • (512) 471-6259 • Fax (512) 475-7730 • VP (513) 410-6644*

CONFIDENTIAL

September 9, 2020

Reference: Gabrielle Ponds GAP2227 for EARTH IN 2100-WB 303E 26524

Dear CATANIA, G:

Gabrielle Ponds is registered with Services for Students with Disabilities (SSD) for the Fall 2020 semester due to a disability that has been verified by SSD. In accordance with university policy and federal law, this student is entitled to the following accommodations to remove barriers to access that may exist in your course. Gabrielle will work with you directly to determine how these accommodations may apply in your course and to discuss how they can best meet the essential requirements of the course.

Classroom Accommodations:

- A copy of class notes from a volunteer in the class: please refer to the included Notetaking Guidelines for more information on how to anonymously request a notetaker for this class
- Access to materials shown in class (slides, Powerpoints, etc.)
- Flexibility with deadlines; the amount of flexibility should be based on the structure of the course.
- Flexibility with attendance; the amount of flexibility should be based on the structure of the course. Student and instructor should complete, sign, and return to SSD the provided Attendance Policy Addendum in order to be officially recognized.

Testing Accommodations:

None

Faculty and departments are responsible for providing the classroom and testing accommodations listed above. If you have questions about how these accommodations apply in your course or have concerns about altering the essential requirements of your course please contact this student's coordinator, Kelli Bradley, at 512-471-6259 (phone) or [kelli.bradley@austin.utexas.edu](mailto:kelli.bradley@austin.utexas.edu) (email). For more information about providing classroom and testing accommodations, visit the Faculty and Staff section of our website at <http://ddce.utexas.edu/disability/facultystaff/>.

Conversations with students should focus on the provision of accommodations and the barriers in the course rather than on specific details of the student's diagnosis or disability(ies). Please do not ask the student questions related to their condition or diagnosis as these are confidential.

SSD works in partnership with faculty and staff to ensure students with disabilities have equal access to the University of Texas at Austin. We appreciate your efforts in providing an accessible educational experience for this student.

Sincerely,

A handwritten signature in black ink that reads "Kelli Bradley".

Kelli Bradley, LMSW, MBA

Executive Director, Services for Students with Disabilities

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## Using Notetaking Accommodations

Students approved for notetaking accommodations have these accommodations to provide access to material that is being shown or shared during class. These accommodations are intended to be a supplement to the student's notes and **not** a substitute for class attendance. Students can choose to make arrangements with peers to obtain notes or they may request the instructor's assistance. For more detailed information on recommended apps and video tutorials for the SSD Portal modules, visit the [Accommodations and Services webpage](#).

### OPTIONS FOR CLASS NOTES

Instructors and students should discuss what methods will work best to provide the student with class notes. Below are several options and ideas to start the conversation regarding what note exchange system or technology will work best.

#### Note Exchange Systems

- Instructor provides presentation notes and/or slides directly to the student
- Instructor creates shared UT Box folder for volunteer and student to exchange notes (students would not have anonymity)
- Volunteer Notetaker shares notes through the [SSD Portal](#) (anonymous, instructor is not involved after notetaker is recruited)

#### Notetaking/Transcription Technology

- **Otter AI:** Transcribe audio or Zoom lecture recordings; 600 minutes free per month for each user.
- **Kurzweil 3000 Speech-to-Text** is built into both the [Mac and Windows versions](#) as well as in the [Web App when using Chrome](#) as a browser.
- **Speech-to-Text on phones:** Note apps can be used with the [speech-to-text on smart phones and devices](#).

#### Free NoteApps

- OneNote, Notes (iOS), Google Keep, Evernote, etc.

### RECRUITING A VOLUNTEER FOR NOTETAKING

If the student requests assistance in finding a volunteer, ask the class for a volunteer who can provide their notes to a student who needs notes. To increase the chance of a response, post and announce the request in multiple formats, such as an announcement in lecture, via e-mail to the class roster, and/or post a notice to Canvas. If your TA is assisting in finding a volunteer, please make a copy of this handout for them to reference. **As a reminder:** The student registered with SSD should always be kept *confidential* when making a request.

#### ***The following statement can be used to make the request.***

Services for Students with Disabilities is seeking the assistance of students to serve as volunteer notetakers. Serving as a volunteer will require little extra work or time and volunteers will be eligible to receive volunteer hours in appreciation for their time. If you are a go-to notetaker and interested in helping other students, please contact me after class or learn more on the [Student Volunteer Notetaker page](#) of the SSD Website.

Only direct student volunteers to the SSD Volunteer Notetaker page if students will be using the SSD Portal to exchange notes. Otherwise instructors can serve as the point of contact.

If you have any questions about this process or the options listed above, please contact the Disabilities Services Coordinator listed in the last paragraph of the student's Accommodation Letter.

***Thank you for ensuring students with a disability have equal access to your course!***

JULY 2020



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## Attendance Policy Addendum

Student Name: \_\_\_\_\_ EID: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Course Number: \_\_\_\_\_

SSD Coordinator: \_\_\_\_\_ Semester: \_\_\_\_\_

The student delivering this form has presented documentation stating that the nature of their disability may affect attendance in class, has registered with the Services for Students with Disabilities (SSD), and has been approved for an accommodation related to course attendance. Federal law requires colleges and universities to individually consider reasonable modification of attendance policies to accommodate a student's disability. The U.S. Department of Education Office of Civil Rights has outlined factors to consider when evaluating flexibility with attendance policies and classroom participation for students with disabilities, which have been incorporated throughout this form in an effort to provide guidance and facilitate conversation.

### Objectives:

- Facilitate a collaborative discussion about the amount of flexibility available while maintaining essential course requirements.
- Allow the instructor to clarify requirements and set expectations for the semester while applying the student's accommodations.
- Provide an opportunity for students to share possible attendance issues and develop a concrete, proactive plan for the semester.

### Strategies for Students and Instructors Completing this Form:

- Read and review the questions provided in this form and be prepared to discuss them. Allow the instructor the opportunity to review the form prior to the meeting so that they can consider their course structure and prepare appropriately.
- The student should discuss accommodation needs and complete this form with the instructor. It is recommended that they schedule a 15-20 minute private meeting to improve communication and maintain confidentiality. The plan set forth in this addendum begins on the date the accommodation letter and this form are delivered and discussed.
- Collaborate to gain an understanding of the course structure, essential requirements, disability impact, and available flexibility. If you have any questions, contact the student's Disabilities Services Coordinator (DSC) to aid in facilitation of this accommodation.
- **Please complete this form in its entirety and submit it to SSD.**

The nature of this student's disability may not require them to seek medical treatment for each absence and therefore the student is not required to submit any documentation to the instructor for a disability related absence when the student reports the absence is due to their disability. While students are not required to submit documentation pertaining to their disability related absences, the following questions about the student's individual situation may aid in discussion about the accommodation. Students are not required to share information about their disability with instructors.

### Student Questions

1. When disability-related factors cause me to be absent, I will typically be affected for:
  - ☐ One day
  - ☐ Multiple days
2. Based on the nature of the disability, how much advance notice of the need to be absent are you (the student) typically able to provide?
  - ☐ One week or more
  - ☐ Within 24 hours
  - ☐ Unpredictable

### Essential Course Requirements Clarification

Instructors may complete questions three through six prior to meeting with the student, however, the responses should be discussed with the student so that they can gain an understanding of the way the course is structured and how missing class may impact their ability to learn the material. The amount of flexibility related to attendance in this specific course should be based on the essential requirements and learning objectives of the course. Some examples are provided below:

- If the course is mostly lecture based, in-class content is available in notes, textbooks, or online, and there is little student interaction during class, then regular attendance is likely not essential to learn the material in the course. **In this case, a more flexible attendance modification would be reasonable.**
  - If the class is mostly experiential or discussion based, in-class content cannot be replicated outside of class, and involves significant student interaction, then regular attendance is likely essential to the course design. **In this case, a less flexible attendance modification would be reasonable.**
  - If you believe it is unreasonable to modify your course attendance or participation policies, please contact SSD and ask to speak to the student's DSC.
3. Is there significant classroom interaction between the instructor and students and among students?
    - ☐ Yes, please describe: \_\_\_\_\_
    - ☐ No
  4. Do student contributions/participation constitute a significant component of learning?
    - ☐ Yes, student contributions are significant to the way students learn in this course.
    - ☐ No
  5. Does the fundamental nature of the course rely upon student participation as essential to the learning method?
    - ☐ Yes, in-class activities and participation are an essential requirement in this course.
    - ☐ No

6. Please list any class dates or deadlines that are not flexible because they pertain to in-class educational experiences that cannot be replicated outside of the classroom.

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### **Questions for Collaboration**

Please be as specific as possible when answering the following questions. Avoid vague phrases such as “I’m flexible”, “as needed”, or “see syllabus” etc. While these statements are often intended to be helpful, this form is intended to be used to develop a clear plan for the semester. It is to serve as a written document that both student and instructor can use to reference set expectations and approved flexibility.

7. If participation is required in your course, what opportunities are available for the student to “make-up” this work when absent?
- ☐ Meet during instructor's office hours to discuss material
  - ☐ Extra credit opportunities
  - ☐ Additional written assignments
  - ☐ Course videos
  - ☐ There are no other opportunities
  - ☐ Other: \_\_\_\_\_
8. If the student misses class on the day of an exam/quiz, what flexibility are you willing to provide?
- ☐ Student will be given a make-up exam. Must be taken within \_\_\_\_ days of original date.
  - ☐ Exams cannot be made up; the remaining exams will be re-weighted.
  - ☐ The student may take the optional final in lieu of one missed exam.
  - ☐ Student may submit an alternate assignment.
  - ☐ Other (please specify) \_\_\_\_\_
  - ☐ None; there are no exams in this course
9. If the student misses class on the date of a deadline, what flexibility are you willing to provide?
- ☐ Submit assignment during office hours within \_\_\_\_ days of the deadline.
  - ☐ Electronic/online submission of assignment within \_\_\_\_ days of the deadline.
  - ☐ Submit next class period.
  - ☐ Other: \_\_\_\_\_
  - ☐ None; there are no deadlines in this course
10. How does any student get copies of class notes or other information presented in class when they are absent? (Note taking accommodations are not required to be provided to a student when they are absent.)
- ☐ Information is available online.
  - ☐ The instructor will email notes to the student.
  - ☐ The student should attend office hours or a scheduled appointment to review materials.
  - ☐ The student and instructor will set up a group of fellow students to contact.
  - ☐ Other: \_\_\_\_\_

- ### How will the student and instructor communicate?

○ Email: \_\_\_\_\_

## Instructor Email

○ Phone call: \_\_\_\_\_

Instructor Phone

- ☐ Canvas
- ☐ The student does not need to contact me.
- ☐ Other: \_\_\_\_\_

- student's disabilities are unpredictable in nature and absences may be unexpected, therefore advanced notice of absences may not be reasonable. See question 2.)

- ☐ Within the day
- ☐ Within 2 days
- ☐ Within the week
- ☐ Other: \_\_\_\_\_

- the essential course requirements? \_\_\_\_\_

If the student exceeds this number, they should contact the instructor to meet and discuss progress in the class. Students who miss a significant amount of classes with a heavy emphasis on interaction and participation may not be able to fulfill course requirements/expectations. This meeting will serve as an opportunity for the instructor and student to revisit this document, discuss academic progress, and allow the student the opportunity to decide whether or not continued enrollment in the course is feasible.

While the instructor is required to provide flexibility to their course attendance policies, there are reasonable limits to the amount of flexibility that is appropriate. This amount should be based on the essential requirements and learning objectives of the course. If a student cannot demonstrate their ability to meet these requirements or their knowledge of the objectives, then there may become a time when additional flexibility is not appropriate. Accommodations are intended to provide equal access and cannot interfere with essential course requirements. There may be times when students do not pass the course even when you have provided flexibility with attendance or deadlines.

Contact the student's DSC, whose name and contact information is listed in the accommodation letter, to discuss this form and/or options related to addressing accommodation issues. Additional information about providing accommodations can be found on the Faculty/Staff page of the SSD website: <http://ddce.utexas.edu/disability/facultystaff/> .



By signing below, the student and instructor have agreed to flexibility outlined in this form. The above questions have been discussed and answered as thoroughly as possible. Additionally, the student agrees to (1) only use this accommodation for disability-related absences, (2) maintain regular communication with the instructor regarding these absences, and (3) to contact the instructor if they suspect they may go over the maximum number of excused absences, as documented above.

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Student Signature

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Date

- ☐ I have questions about the provisions outlined in this form and am requesting follow up from my DSC to discuss flexibility related to attendance in this course.

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Instructor Signature

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Date

- ☐ I have questions about the provisions outlined in this form and am requesting follow up from the student's SSD to discuss flexibility related to attendance in this course.

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SSD Coordinator Signature

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Date

This accommodation is not officially recognized by SSD until receipt of this completed form, and will be in effect as of the instructor's signature date. The student, instructor, and SSD should keep a copy of the signed document.