

The University Senate of Michigan Technological University

Proposal 40-15 (amended 04-15-15)

(Voting Units: Academic)

“Amending Senate Policy 312.1: Syllabus Requirement For All Courses At Michigan Technological University”

I. Introduction

A consistent approach to communicating how disability-related accommodations are handled in each course is necessary to ensure that student, instructor and staffing needs are met in regards to administering accommodations. This would also ensure the University’s compliance with the Americans with Disabilities Act by allowing all students, with or without disabilities, equal access to testing situations.

II. Proposed Amendment

Senate Policy 312.1 is to be amended to include the following required syllabus content **as given or web reference to an equivalent university policy**:

“Any student requiring accommodations due to a documented disability must provide the instructor of the course notification of needed accommodations no later than five business days prior to the use of the accommodations. In situations where fewer than five days’ notice is given, the instructor is encouraged, but not obligated, to provide accommodations. The instructor will determine, in consultation with the Testing Center in the Jackson Center for Teaching and Learning, whether these accommodations can be met.

Students who have an accommodation for extended time allowed on tests shall not be required to spend more than six hours per calendar day in final examinations. For a student with an accommodation for extended time, this may reduce the limit on examinations per day to less than the normal limit of three. To resolve time conflicts between two overlapping exams (either regular exams or final examinations), the current practices of the University shall be followed.”