MiraCosta College

STUDENT ACCESSIBILITY SERVICES

Accommodations at a Glance: Faculty Quick Tips

#1. Student Accommodation Forms

- Review the Accommodation Form for accommodations authorized by MiraCosta College SAS. Please a**cknowledge receipt to student** as it helps for students to know that you've received and reviewed it.
- Contact the SAS counselor listed on the bottom of the Accommodation Form if you have questions regarding an accommodation.

#2. Communicate & Collaborate

- Consider office hours to invite students to discuss their needs and to clarify their accommodations, or how they will use it.
- **Do not deny an accommodation without consulting SAS**. If an accommodation looks unreasonable, please contact SAS to discuss more.

#3. Classroom Accommodation Support

- Accommodations are individualized. Some accommodations may require additional coordination between the student, the instructor and SAS. SAS will reach out to you to discuss further if the accommodation is unique.
- Each of the accommodations located on the SAS website have been updated to include a **Faculty Information** section.

#4. Universal Design for Learning & Captioning

- Apply principles of Universal Design for Learning and Accessibility. For more information, please visit MiraCosta College's Accessibility – Teaching/Technology Innovation Center webpage.
- Please review videos to ensure they are captioned accurately. Visit SAS's Captioning FAQ webpage for questions and resources related to captioning.

#5. Quiz/Exam Adjustments

- Adjust duration for extended time in Canvas or other platforms. Instructions are included on the back of Accommodation Form. **Notify students once complete so that they are aware the change has been made**.
- Send quiz/exam to SAS **at least 3 days prior to the student's scheduled proctoring appointment**. If additional time is needed, please contact SAS to advise when proctoring staff should expect to receive it.

For more information, please use the QR code or visit the Faculty Resources website at www.miracosta.edu/student-services/sas/faculty-resources.html. Please contact SAS if you have any questions!

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