

Department of World Languages and Cultures

Academic Accommodation Policy for Students with a Documented Disability

Faculty who have signed a "Student Academic Accommodation Request" (SAAR) form have several options within the Department of World Languages and Cultures for providing a space for a student who has been granted extended time for test-taking:

- The Language Studies Resource Center (LSRC), 3142 Pearson, is considered a distraction-free environment by most students. If a student agrees to take an exam there, he/she may complete their work in the LSRC.
- If a student has been granted an accommodation for a private room (one occupant only) or feels that the LSRC is not distraction-free, the LSRC study room (3142B) is available for test-taking. Please contact Pam Cooper (515-294-4046) to schedule a time in advance for your student.

In either of these situations, the student may leave their possessions (including textbooks and notes) in your office or with the secretary in the departmental office (3112 Pearson) while they complete their exam.

If you require that your particular exam be proctored, it is your responsibility to oversee the exam with your student, whether in your office or in a reserved room. The LSRC staff cannot proctor exams. The Office of Disabilities Resources (DR) schedules proctored exams only for those students whose needs go beyond the basic accommodations that a department is able to provide. These may include the need for a scribe or a reader.

DR is unable to schedule and proctor exams for the entire university community in their limited facilities.

If you have any questions about this policy, or need additional clarification, please do not hesitate to contact Ruxandra Looft at rmlooft@iastate.edu, 515-294-7570.