ACCOMMODATIVE & DISABILITY SERVICES
Miller Campus Center 235 ♦ Phone: (315) 386-7392

PROCEDURES FOR OBTAINING SERVICES AND SCHEDULING EXAMS

• You must bring us your official schedule at the beginning of each semester so that we can notify your instructors of your eligibility for services. Please notify our office if there are any changes to your schedule thereafter.

• As soon as an exam is announced, come to the Accommodative & Disability Services Office to arrange for it. It is your responsibility to let the secretary know if you need a reader, scribe, computer, etc. for the exam. It is preferred that we are notified at least 3 DAYS prior to the exam.

• At the Office of Accommodative & Disability Services, we will fill out an “Exam Scheduling Form” for you. The form must then be completed and signed by your instructor IN PERSON, and the yellow copy returned to us BY YOU at least one day prior to the date of your exam.

• All exams are to be taken at the SAME TIME as your regular class is scheduled. Any conflicts, such as back-to-back classes, should be discussed directly with your instructor. Additionally, quiz times must be discussed with your instructor so as not to miss portions of the lecture.

• Any changes or cancellations of exams must be communicated to this office immediately by you. If you are unable to take the exam for any reason, you must contact the instructor for permission to reschedule it.

• On exam day, ARRIVE ON TIME and prepared with the allowed materials for the exam. All other items – coats, book bags, cell phones, food, drinks, etc. – must be left in a cubby. Please care for restroom needs before beginning an exam, as you must remain in our office until your exam is completed.

• PLEASE NOTE: Barring any emergencies, you are required to begin your exam at the time specified on your Exam Scheduling Form, which you signed. Arriving later than the time for which you arranged will result in a forfeiture of your extra time.

ACCOMMODATIONS FOR ONLINE COURSES

The process for receiving online accommodations is as follows:

• During the first week of classes, send an email to your online instructors to introduce yourself and ask how extended time for online exams and quizzes is provided, as there are multiple ways for doing this and you will need to know ahead of time to ensure that you properly receive it. (See template on the back of this form.)

• Fill out an online exam scheduling form for each exam or quiz. To do this, go to www.canton.edu. Click on “Students”. Click on “Accommodative (Disability) Services”. This takes you to the Accommodative & Disability Services webpage. Scroll down to the second bullet and click on “Request Form”. This form is only available for ONLINE EXAMS ONLY. Fill out the form completely, being sure to type your instructor’s email correctly.

• If you require a reader or any other special accommodations for your exam, you must make arrangements with the Accommodative & Disability Services Office (315-386-7392 or Campus Center 235) at least three days ahead of time.

ACADEMIC INTEGRITY

The Office of Accommodative & Disability Services upholds the SUNY Canton campus policy of Academic Integrity. http://www.canton.edu/provost/pdf/Academic_Integrity.pdf

BE SURE TO CHECK YOUR SUNY CANTON EMAIL REGULARLY!
Below is a template that you can copy and paste into an email to your instructor. Please copy Veigh on your email to your professor at leev@canton.edu so she can advocate for you if necessary.

Dear Professor ____________ ,

My name is ____________________________ and I am registered with the Office of Accommodative & Disability Services. I am enrolled in your ____________________ course and am eligible for double extended testing time.

Could you please tell me what your process is for providing extended time for online exams and quizzes?

Also, do you want me to fill out the following “Exam Scheduling Form” once each semester or every time that you give an exam or quiz?

http://www.canton.edu/accommodative_services/accomm_request.htm

Please let me know at your earliest opportunity.

Sincerely,

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