

Phone: (650) 306-3259 TDD: (650) 306-3161 Fax: (650) 306-3185 4200 Farm Hill Blvd. Redwood City, CA Building 5, Room 303

Academic Accommodation Plan (AAP)

Student Name: student, fake ID: fakestudent

Disabilities: Learning Disability (LD) Date: October 2, 2023

Secondary No Disability records found

Disabilities:

Educational Limitation(s):

Limitation	
Production of class notes	
Testing in a Traditional Manner/Time/Location	

Approved Academic Adjustments, Auxiliary Aids, Services, and/or Instruction:

Accommodation	Expiration	Description
Dictation for class and/or tests and quizzes	07-21- 2023	Student will let professor know which dictation software they require to use (e.g. Dragon, Google Docs, etc). If student needs to be issued access to software from the DRC, it is the student s responsibility to submit the Assistive Technology Request Form to DRC every semester that they would like to for us to issue them an account for a dictation software.
Extra Time to complete inclass assignments	07-21- 2023	Professor will provide student with a clear deadline for classwork (ex: one extra hour, 24 hours, one week, etc) and how the classwork will be submitted (ex: via email, dropped off in office, brought to next class session). If the extra time is given to the student before assigned to the rest of the class, student's deadline may be the same as their classmates.
Extra Time to complete out-of-class assignments	Permanent	This accommodation should be a last resort. Professor will provide a clear extended deadline to students ranging from 1 hour to 24 hours. If student is requesting a longer extension, student is responsible for contacting the DRC (canadadrc@smccd.edu) to request a group meeting with professor to determine a reasonable extended deadline; It is also recommended that the student make this request within a reasonable amount of time before the first deadline. This accommodation may not be deemed reasonable for accelerated courses.
Flexible Attendance/Participation	Permanent	Student will let the professor know in advance they will not be present for any part of the class. However, student needs to make up missed classwork and participation as instructed by professor. Examples: Student can attend another session that meets on a different day; student will email a summary of the lecture they missed after looking over powerpoint slides; student will attend tutoring sessions. This accommodation does not apply to asynchronous courses, and also may not be deemed reasonable for accelerated courses.
Notetaking Assistance	07-21- 2023	Student will let the professor know whether they will require a peer notetaker or use a notetaking software (such as Otter,

		Notability, Whiteboard, Notion, etc). If student would like a peer notetaker, it is their responsibility to let the professor know and to also submit the Notetaker Request form with the DRC, so the DRC staff can also assist with implementing this accommodation. Once the form is received, the DRC will contact the professor and student with next steps.
Other assistive technology for classroom and tests/quizzes	07-21- 2023	Student will inform professor which assistive technology they will need to use (e.g. Robot, FM system, laptop, microphone, calculator, Kurzweil, etc). Student is responsible for submitting the Assistive Technology Request form for any technologies they need the DRC to place in the classroom/lab. Once this request is received, the DRC will contact professor to collaborate on any technologies that the DRC needs to physically place and set up in the classroom/lab.
Reader for classwork and tests/quizzes	07-21- 2023	Student will require in-class reading assignments and test questions to be read out loud to them. The reader can be a person (ex: TA, classmate) or a reading software (ex: Speechify, Kurzweil). Student will let the professor or proctor know if a reader is required for tests/quizzes in advance, so arrangements can be made in a timely manner. It is the student's responsibility to submit the Proctor Request form to the DRC within the first 2 weeks of the semester if they would like a DRC proctor to read test questions out loud to them.

Student Acknowledgement of Discussion:	
Completed by:	