

The following guidelines are being issued by Accessibility Resources in order to address potential questions regarding the most frequently utilized accommodations at MGI Institute of Health Professions, as we temporarily transition to primarily on-line classes. If students have specific questions regarding these guidelines, or any other accommodations not addressed, you should reach out directly to Luella Benn, Associate Director for Accessibility Resources.

## **Guidelines for Frequently Provided Accommodations**

### *Reduced Distraction Environment*

Students will need to self-manage this accommodation. Tips for students: Find a private setting, turn off/silence all electronic devices not used for testing purposes, find a space that is clear from visual clutter, and consider utilizing noise cancelling headphones during testing.

### *Extended Time*

For timed assessment in D2L instructors will need to manually set the times for students with extended time testing accommodations. Tip for students: Remember that it is the responsibility of BOTH students and faculty to check in prior to scheduled exams/quizzes to ensure the accommodations will be in place. We recommend confirming via e-mail with the course instructor that your testing accommodations are in place.

### *Note-Taking*

If, as part of on-line learning, there will be “live” sessions via video/audio conferencing, or if instructors are posting video lectures, the expectation will be that existing note-takers will do their best to take notes on these sessions in an in-person classroom setting. If the structure of on-line classes goes towards reading and discussion board responses note-taking will be suspended for that course. Accessibility Resources will reach out to both students who receive this accommodation and assigned note-takers to communicate the above information.

### *Flexibility for Assignments*

It is important to note that for classes moving to a reading/on-line discussion based model – weekly discussion topics are fundamental to the nature and participation in the class, as the structure of the class and learning depends on students both posting and responding to posts in a timely manner - these posts need to be completed within the posted time frames and are not able to be provided with flexible due dates without fundamentally altering the nature of the class. Other types of assignments (research papers, case studies, etc.) may still be subject to allowances for flexibility with due dates. Any assignment extensions in these cases should be handled as they would be typically.

### *Flexibility for Attendance*

As in-person class meetings will be rare, the need for this accommodation in the academic area *may* be reduced. Students and faculty should continue to follow program guidelines in this area. For students who have flexibility accommodations in the clinical setting, this accommodation should continue as previously implemented. If a student anticipates additional concerns in this area they should reach out to Accessibility Resources.