DSS Staff

Billie Jackson
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Learning Disability Specialist

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Learning Disability Specialist

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Debbie Boyes
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Clerical

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Interpreter

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Interpreter

Guidelines For Accommodations

Disability Support Services
California State University, Chico
Chico, CA 95929-0726

Phone: 530-898-5959 (V/TDD)
Fax: 530-898
E-Mail: dssdept@csuchico.edu
EXAM ACCOMMODATIONS

If exam accommodations cannot be provided within the classroom or department, DSS provides a proctored area between 10:00 a.m. and 3:00 p.m., Monday through Friday.

Student presents exam request to faculty for each exam. Completed Exam Request form must be returned to DSS no later than three working days before the scheduled exam.

Instructors may send or return exams to DSS in any of four ways:
1. Campus mail: Zip 726
2. Hand delivered by student or faculty
3. Fax: 530-898-4411
4. E-mail: dssdept@csuchico.edu (not return)

NOTE TAKER

Please read the paragraph below to your students at the next class meeting and circulate the enclosed sign-up sheet. (Remember, students’ requests are confidential; do not announce the student’s name.) Give the sign-up sheet to the DSS student at the end of class so he or she may contact a student from the list to be the note taker.

“A student in this class needs assistance with taking notes. If you are interested in this volunteer opportunity, please sign the sheet I am circulating and the student will contact you. If requested, DSS will give a letter of recommendation to any student who is a volunteer note taker.”

STUDENT NAME          SEMESTER

DSS ACCOMMODATION PROCEDURE

Student meets with a DSS adviser each semester to determine reasonable accommodations based on documentation.

Student meets with faculty to discuss arrangements for accommodations.

ACCOMMODATIONS REQUESTED

☐ EXAM
☐ Distraction Reduced Environment
☐ Time & half (1.5)
☐ Double time (2.0)

☐ NOTE TAKERS
☐ Student will find note taker
☐ Please announce note taker is needed

☐ OTHER

________________________________________
Adviser signature          Date

FREQUENTLY ASKED QUESTIONS BY FACULTY

Q: Who is eligible for exam accommodations?
A: Students who meet with a DSS adviser and provide documentation of a disability.

Q: How do I know what is a reasonable accommodation?
A: See Accommodations Requested section for authorized accommodations.

Q: Are faculty required to use the services of DSS when providing accommodations to students?
A: No. DSS recommends accommodations be provided within classroom/departments.

Q: How can accommodations be provided within my classroom/department?
A: Any available office or room can be used if students need extended time or enlarged exams. If readers or scribes are needed, DSS can send an assistant to the designated location.

Q: How can I learn more about the needs of my students?
A: Open communication between you and your students facilitates a better understanding of individual needs. Please see the enclosed Accommodations Requested section and/or contact your student’s DSS adviser for more information.

Q: If a student cannot return a completed exam request, can I fax or mail it to DSS?
A: Yes, providing you and your student have agreed to the arrangements.