



## **Academic Accommodations**

Area II Plumbers JATC offers learning accommodations to students, and they are determined on a case-by-case basis depending on the student's documented disability and its functional impact. Accommodations may include:

1. Online Classes
2. Alternative Formats
3. Classroom Access Services
4. Transcribed Notes
5. Alternative Testing
6. Lab Assistance
7. Special Arrangements with Instructor

Students requesting academic accommodation will need to complete and submit a request form online (<https://area2app.com/academic-accommodation/>). Within 3 business days after the request has been sent, the Adult Education Department will contact the student to discuss the form submitted and request that documentation of disability be either emailed or dropped off to the department.

### **Online Classes**

Students who have a disability that inhibits their ability to show up for in-person classes may request online classes. This accommodation can be a permanent or as needed arrangement depending on the student's documented disability.

### **Alternative Formats**

The Adult Education Department will do its best to convert required course material (textbooks, documents, etc.) into accessible formats.

### **Classroom Access Services**

The Adult Education Department will work with instructors to provide the following accommodation(s) if requested:

1. Accessible Furniture: Chairs, tables, etc.
2. Preferential Seating

Students are responsible for verifying that the classroom meets their access needs the first week of each term. Please email the Adult Education Administrator ([aeadmin@area2app.com](mailto:aeadmin@area2app.com)) if you have any questions about the facilities accessibility.



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## **Transcribed Notes**

The Adult Education Department encourages eligible students to use one of the following to help with independent note taking:

1. Sonocent Technology
2. Livescribe Smartpen Technology

For those who need notes transcribed for them, they will need to need to get approval from the Adult Education Administrator ([aeadmin@area2app.com](mailto:aeadmin@area2app.com)).

## **Alternative Testing**

Alternative testing services may include:

1. Exam in Large Font
2. Extra Time
3. Quiet Location
4. Room Alone
5. Reader

Alternative testing depends on a student's eligibility. Please email the Adult Education Administrator ([aeadmin@area2app.com](mailto:aeadmin@area2app.com)).

## **Lab Assistance**

Students whose disability limits their participation in course labs may be eligible for lab assistance which may include:

1. Help Lifting Heavy Items
2. Reading of Lab Instructions

Assistance is only given to help the student carry out labs that they cannot accomplish due to their disability. Those providing lab assistance are not there as a teacher or tutor and will not prompt or guide a student in performing a lab task. All the information about actual lab processes and procedures is the student's responsibility.

## **Special Arrangements with Instructor**

These accommodations require flexibility to course requirements (attendance and/or assignments).

Therefore, they must be taken on a case-by-case basis and require an agreement to be established between the student, the instructor, and the Adult Education Administrator. This agreement will clearly state how these accommodations will be managed during the term/school year.

It is important to note that attendance accommodations should be made in advance and not after the fact. Also, unexpected illness/injury, recent diagnosis, onset, or change in condition rarely warrants accommodation but rather a withdrawal. Please contact the Adult Education Administrator if you have any questions ([aeadmin@area2app.com](mailto:aeadmin@area2app.com)).