



# Request for Learning Accommodation

## STUDENT INFORMATION

		Date
Name (Last, first, middle initial)		Student ID
Sponsor		Email address
Primary phone number		Native Language

SEMESTER/SESSION: \_\_\_\_\_

COURSE(S):			

Type of Request (see required and Optional Accommodations below)

ECS-Bridge Stage 1 Transition

ECS-Bridge Stage 2 Transition

Students for whom English is a Second Language are to be provided learning accommodations as they transition to degree course work. In order to receive such accommodations, students must meet the following criteria:

1. English must not be their first language.
2. They must not have achieved a college or graduate degree from a college or university in which the academic work was delivered exclusively in English.
3. Their scores on the Cambridge Michigan Language Assessment (CaMLA), which is typically administered upon enrollment, must indicate issues in English language aptitude, and the Director of ECS certifies that the student has ongoing issues in English language facility.
4. The student must annually fill out the "Learning Accommodations for Students for whom English is a Second Language" form and submit it to the Registrar, who will place it in the student's file.
5. If a person qualifies under the above criteria and the "Learning Accommodations" form is on file, the student may request that learning accommodations be provided in the manner described below. The student's grade is not to be negatively affected if any of the following accommodations are provided.
  - a. The student must provide a copy of the form to each course instructor from whom accommodations are desired. This should be done at the beginning of the semester to let the instructor know that a request for accommodations may be made and that the student qualifies for this request.
  - b. The student must explicitly and directly request in advance from the course instructor that a learning accommodation be provided for any assignment or exam for which s/he chooses to utilize this option.

It is the student's option to accept or forgo this accommodation. However, instructors are able to encourage students to take advantage of this opportunity if, from observation in the course, it appears that it would be helpful to the student.

(over)

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**Stage 1 Transition:** During any year that a student is still enrolled in an ECS course other than accent modification or in the first year of full-time degree course work at SHSST, the following accommodations are to be made.

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**Required Accommodations:**

1. **In-Class Exams:** The student can request that the exam be administered in an oral format, take-home format, or the length of the in-class exam period be extended by 100% (i.e., doubled). The instructor has the right to select which of these three options will be employed. If the selected option is an extended time period for the in-class written exam, then the student will have access to a dual language dictionary, which can be provided by the Academic Department.
  2. **Take-Home Exams and Papers:** The student will be given at least one week to complete a take-home exam, and two weeks to complete a take-home paper. Instructors will grade the assigned work based on an assessment of the content (i.e., the sense, or meaning of the written work) and not the grammatical expression of thought. If the written work is insufficient in demonstrating adequate knowledge or skill acquisition, faculty are to meet one-on-one with student to allow the student the opportunity to demonstrate their knowledge or skill acquisition in an oral format.
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**Optional Accommodations:**

3. **Native Language Exams and Papers:** If the instructor is competent in the native language of the student, the instructor has the option to allow students to take oral exams, complete take-home exams, and/or write papers in their native language. This accommodation is at the discretion of the instructor, and is not a required accommodation. If this option is offered by the instructor and accepted by the student, then an extended in-class exam period or other accommodations listed above do not need to be provided.
  4. **Instructor Specific Options:** The instructor may offer additional accommodation options to the student over and above the mandatory options.
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**Stage 2 Transition:** During the second year of full-time degree course work at SHSST, the following accommodations are to be made.

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**Required Accommodations:**

1. **In-Class Exams:** The student can request that the length of the in-class exam period be extended by 50%. The student will have access to a dual language dictionary, which can be provided by the Academic Department.
  2. **Take-Home Exams and Papers:** The student will be given at least one week to complete a take-home exam, and two weeks to complete a take-home paper. Instructors will primarily grade the assigned work based on an assessment of the content (i.e., the sense, or meaning of the written work) and less on the grammatical expression of thought. If the written work is insufficient in demonstrating sufficient knowledge or skill acquisition, faculty can either meet one-on-one to allow the student the opportunity to demonstrate their knowledge or skill acquisition in an oral format or require that the written work be revised and resubmitted.
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**Optional Accommodations:**

3. **Native Language Exams and Papers:** If the instructor is competent in the native language of the student, the instructor has the option to allow students to take oral exams, complete take-home exams, and/or write papers in their native language. This accommodation is at the discretion of the instructor, and is not a required accommodation. If this option is offered by the instructor and accepted by the student, then an extended in-class exam period or other accommodations listed above do not need to be provided.
  4. **Instructor Specific Options:** The instructor may offer additional accommodation options to the student over and above the mandatory options.
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Student Signature

\_\_\_\_\_  
Date

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Director of English and Culture Studies Program (ECSP) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar Signature

\_\_\_\_\_  
Date