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EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

## Accommodations for Student with Disabilities

Students who are registered with the office for disabilities on their respective campus will be afforded appropriate accommodations by the student with disability (SWD) coordinators and in some situations with faculty consultation. Instructors are informed via email at the beginning of each semester identifying students with disabilities and the accommodations available to them in their courses. However, students are advised to make contact with all of their instructors if they are using accommodations.

Most accommodations are handled by the disability coordinator although we do depend on faculty involvement to help us identify note takers in the classroom. Faculty refer interested students to the disability coordinator who is responsible for hiring note takers and making sure that the student receives their notes throughout the semester.

For students who need testing accommodations, the following procedures are in place on each campus:

### Accommodated Testing Procedures

Faculty responsibility:

1. Ensure dates and times of tests, quizzes, and exams are correct, according to the course syllabus.
2. Coordinate with the testing/advising staff to schedule a testing time for students to take tests. If on St. Augustine campus, please coordinate with Advising Assistants.
3. Complete the "Accommodated Test Form," and ensure appropriate test materials are in the advising office at least 24-48 hours prior to test date.

Student responsibility:

1. Report to the advising office at their designated time with student photo ID.
  - a. Late students may still have time to test, although their testing time may be reduced accordingly.
  - b. If students are unable to start the exam due to excessive tardiness, students will need to reschedule the exam with their instructor.
2. Students will be proctored by testing or the advising staff, and monitored via video surveillance and or personal observation on all three campuses.
3. Students will place all belongings in a separate secure area designated by staff or at the front of the testing room and may have additional materials with them as designated on the Accommodated Testing Form.

If there is an irregularity with the testing session (e.g., student is suspected of cheating), the student will be allowed to finish, the test materials will be collected, and an incident report will be filed with the SWD coordinator, testing center, and instructor.

**ONLINE classes:**

Students in online classes who require additional time on tests will typically receive time and a half however, depending on the student's disability documentation the disability coordinator may identify an extended amount of time. Rare situations may require testing to be untimed.

In the event that a student needs to test outside of regular office hours, the faculty should contact the testing center on their campus to work out an individual solution (on SAC contact advising office). The disability coordinators and testing center do not provide consistent testing accommodations after hours, but will work with faculty on one time situations. The library is an option on each campus for evening testing on a regular basis and faculty can work with the disability coordinator to make sure that the appropriate software is on the necessary computer.

Contact information below:

Palatka Campus:  
SWD Coordinator  
Shyla Joy  
(366) 312-4035

St. Augustine Campus:  
SWD Coordinator  
George Brownett  
(904) 808-7480

Orange Park Campus:  
SWD Coordinator  
Patrick Arnwine  
(904) 276-6800

Testing:  
X4228

Alicia Shine  
X6793