

Remote Instruction Accommodation

Procedures and Guidelines

PROCEDURES:

1. Submit a completed Remote Instruction Request form at least thirty (30) days after the first class meeting following determination of eligibility. This form may be obtained by emailing ssd@csusb.edu during normal business hours.
2. Students must submit medical/psychological documentation from their health care provider that states their diagnosis(es) places them at "high risk" for COVID-19 or they have a psychological disability(ies) that are highly exacerbated due to the fear that they will contract COVID-19 by being on campus and the impact necessitates remote instruction.
3. SSD works with professors and chairs to examine their curriculum to determine if offering instruction in a remote modality would fundamentally alter their curriculum (entirely or for certain components). If it is deemed that it would fundamentally alter the curriculum, the student would have to attend face-to-face. For example, clinical skills for a BSN program or glass blowing for an art class.
4. Should the accommodation be granted, students must log into the classroom remotely via Zoom. If they fail to log in within twenty (20) minutes of the class starting, the class aide will log out and note the student's absence in their SSD file.
5. Remote accommodations may be suspended if two (2) or more classes are missed without prior notification. Students will need to meet with their SSD counselor before services are reinstated.

GUIDELINES:

1. Eligibility for this accommodation is determined by the student's SSD Counselor on a case-by-case basis under the following conditions: 1) The narrative description of substantial limitations relating to academic performance provided in the student's disability verification document indicates a need for such an accommodation; and 2) discussion between the student's SSD Counselor and faculty group finds that the provision for remote instruction will not interfere with essential course requirements.
2. Remote instruction is a temporary accommodation and must be requested **each** term.
3. Eligibility for remote instruction does not guarantee remote instruction for all classes, given that remote modality may alter a course's essential requirements.
4. If it is determined that remote instruction compromises essential course requirements, SSD will document and provide a written summary of such determination to the student prior to the commencement of the term.
5. Any questions or concerns regarding this accommodation should be directed to the student's SSD Counselor.

I have read and understand, and agree to follow the Remote Instruction Accommodation Procedures and Guidelines.

Name (Printed): _____

Student Signature: _____

Date: _____

Staff Signature: _____

Date: _____