

Memory Aid Guiding Document

Purpose:

To ensure students with verified disabilities that impact memory are provided equitable access to academic instruction and assessment in compliance with Section 56006, Title 5 of the California Code of Regulations.

1. Eligibility

Students are eligible for memory aid accommodations if they:

- Have a **verified disability** (e.g., learning disabilities, cognitive impairments) that affects their ability to recall information during instructional activities or assessments.
- Demonstrate an **educational limitation** related to their memory function, as assessed and documented by DRC counselor.

2. Verification Process

Eligibility for memory aid accommodations will be determined through the following process:

1. **Documentation Review:**
 - a. The student must provide current documentation of their disability from a qualified professional or external agency.
 - b. Alternatively, DRC certificated staff may verify the disability through observation or in-house assessment.
2. **Identification of Educational Limitation:**
 - a. DRC certified staff will identify the specific impact of the disability on the student's memory and learning process.
3. **Academic Accommodation Plan (AAP):**
 - a. The need for a memory aid accommodation will be documented in the student's individualized AAP.

- b. The plan will outline the approved accommodations and ensure they do not fundamentally alter the objectives or integrity of the course.

3. Approved Memory Aids

Memory aids are tools or strategies that support the student's recall of information and may include, but are not limited to:

- Formula sheets (e.g., for math or science courses).
- Key word or concept lists.
- Acronym charts or cue cards.
- Other tools as approved by the DSPS office and course instructor.

4. Implementation

B. Obtain Instructor's Approval

At least three (3) days before an exam, student must meet with instructor for the review and for the approval of the memory aid. Below are some guidelines and recommendations:

1. Develop and complete the memory aid
2. Contact professor for a good time to meet for review, at least three (3) days before the exam
3. Meet with instructor for feedback and approval*
4. Instructor to sign or indicate approval on the notes
5. Instructor can request either of the following:
 - i. Keep the memory aid and send along with exam
 - ii. Allow student to keep memory aid and have it returned along with completed exam

***Instructor may request modification on the memory aid. Make sure to complete all modifications and send to instructor for final approval**

- **Student Responsibilities:**

- Submit documentation and request memory aid accommodations through DRC Clockwork.
- Discuss the approved accommodation with instructors before assessments to ensure implementation and set expectations, ideally at the start of the quarter.

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- **DSPS Responsibilities:**

- Verify eligibility and determine appropriate memory aids in collaboration with the student.
- Document the accommodation in the student's AAP.
- Provide guidance to instructors on implementing the memory aid accommodation.

- **Instructor Responsibilities:**

- Collaborate with DRC and the student to implement the memory aid while maintaining course integrity.
- Approve the format and content of the memory aid, ensuring it does not compromise learning objectives.
- Contact the DRC if there are any concerns regarding this accommodation.

5. Limitations and Considerations

- Memory aids are **not a substitute for learning** and may not include course-specific answers or solutions.

- The accommodation must align with course requirements and must not fundamentally alter essential skills or knowledge being assessed.
- The use of unapproved memory aids is prohibited and subject to the institution's academic integrity policies.

6. Appeals

Students who believe their accommodation request has been unreasonably denied may appeal the decision through the DRC office in accordance with institutional grievance procedures.

7. Compliance

This policy aligns with:

- California Code of Regulations, Title 5, Section 56006
- The Americans with Disabilities Act (ADA)
- Section 504 of the Rehabilitation Act

Effective Date: 12/27/2024

Responsible Office: Disability Resource Center (DRC)