



Course Modifications for Non-Native English Speakers

Faculty Information

Elizabethtown College is dedicated to ensuring equitable access and providing reasonable academic adjustments and/or resources for non-native English-speaking students. All non-native English speaking students are eligible for language modifications including but not limited to extended time on exams, reasonable extra time to submit written/reading assignments, access to faculty approved supplementary materials for context, approved translations tools, or an alternate room to complete a test. Students should initiate contact with **Maria Petty, International Student Programs Advisor**, to apply for and complete the Student Request Form for Course & Language Modifications. Students will specify which faculty and/or course(s) they would like to receive a copy of the language modifications, to which the faculty will be notified via email of the approved modifications.

Students should arrange to meet with each of their faculty to discuss the modifications and if necessary, the desire to take exams in the most appropriate environment, whether that be the classroom with their peers or another suitable place with reduced distractions. The student's preference for testing locations should be strongly considered. Students who prefer to take tests in the classroom should make arrangements with faculty for the extended time based on available space, their schedule, and their professor's schedule.

If an alternate space is needed, The Center for Multicultural Affairs partners with The Learning Zone to offer a space for students who choose to take tests in a separate room, subject to availability. This space must be reserved in advance and coordinated with the **International Student Programs Advisor, Maria Petty**. In this event, faculty may either deliver the exam and the below information to BSC 248 or provide an electronic version of the exam as an original PDF (not an image file) and the below information via email to oiss@etown.edu:

- the date and time the student plans to take the test
- faculty contact information during the exam in case there are questions (*please note the student coordinator will email or call the professor as students aren't permitted to have phones or laptops in the testing rooms*)
- specific testing instructions, such as the use of an approved translated vocabulary bank, approved supplementary materials, calculator, formula sheet, notes, etc.
- the length of time permitted for students taking the exam in class (Faculty are responsible for modifying the time for exams on Canvas)

Completed exams will be scanned and returned to faculty as an email attachment when the test is completed - the original will be sent through campus mail.

Your cooperation and support in implementing the Course & Language Modifications is greatly appreciated, as it contributes to the success and inclusiveness of our non-native English speaking students.

Proctoring Clarification: The Center for Multicultural Affairs strictly follows the proctoring rules, guidelines, and disclaimers outlined by the Learning Zone & Disability Services. For more information on their policy, please visit The Learning Zone resources page.