Goldman Center for Student Accessibility
Instructor Guide

The following is a step-by-step guide for instructors, to working with students with approved accommodations at Tulane University. Should you have any questions, please contact the Goldman Center at (504) 862-8433 or goldman@tulane.edu.

1. The student requests accommodations and submits relevant documentation to the Goldman Center for Student Accessibility. The Goldman Center reviews the request and documentation to determine approved accommodations.

2. After the student is approved by the Goldman Center for accommodations, the student will determine what approved accommodations to use in which class.
   - Students are not required to use approved accommodations in every/any class.
   - Accommodations are never retroactive.

3. The instructor will receive a Faculty Notification Letter regarding Student’s approved accommodations.
   - The Faculty Notification Letter will come in the form of an email from the Goldman Center.
   - The Faculty Notification Letter replaces the Goldman Center’s former Course Accommodation Form, or CAF, which was on yellow paper.
   - No signature is required from the instructor.

4. Although this process is primarily coordinated online, it is recommended that the student meet with the instructor in person to discuss implementation of accommodations.

If Alternative Testing Accommodations have been approved:

5. The instructor will determine the location for tests. The instructor and their department may choose to accommodate the student internally. If the instructor and their department are unable to provide Alternative Testing Accommodations for the student, then the instructor and the student can arrange for tests to be proctored at the Goldman Testing Center.

   *If the instructor can accommodate the student, the following steps are not applicable.

If the student will take tests at Goldman Testing Center:

6. The student will meet with the instructor to discuss the “Alternative Testing Contract.”
   - This contract is to be completed online by the student through the Goldman Center online portal.
   - This contract will replace the Exam Request Form, also known as a “blue sheet.”
   - The student will have the option of completing this contract in paper form and submitting it on the online portal at a later time.
   - While the contract does list the dates and times of exams, its submission does not automatically schedule testing appointments at the Goldman Center (see step 9.)

7. The instructor will receive email confirmation after the Alternative Testing Contract is submitted to the Goldman Center.
8. The instructor will notify the Goldman Center of their approval of the Alternative Testing Contract, or request changes to the Alternative Testing Contract, by clicking the appropriate link in the confirmation email.
   - This step is necessary for each individual student who will be taking tests at the Goldman Testing Center.
   - The Goldman Center will not approve testing appointments at the Testing Center until this step is complete.

9. The student will submit requests for testing appointments at Goldman Center. Requests will be approved by the Goldman Center and added to the testing schedule only if they match the time and day when the class normally meets, or have been previously noted in an APPROVED Alternative Testing Contract. Otherwise, the student will be asked to obtain confirmation of their instructor’s approval of the exam day and time and forward it to the Goldman Center.
   - Students are required to submit Alternative Testing appointment requests four or more business days before the exam date.

10. After they have been approved, the instructor will receive email reminders of these appointments from the Goldman Center.
    - Email reminders will include a link for the instructor to upload tests directly. Additionally, the instructor may submit a test via email (goldmantesting@tulane.edu), fax (504-862-8435), or in person to our office in the Science & Engineering Complex (building #14 on campus map), Suite 103.

11. If the time and/or day of the exam changes for any reason, the student will be asked to obtain confirmation of their instructor’s approval of the exam day and time and forward it to the Goldman Center before the change will be made to the schedule.

If Classroom Accommodations have been approved:

Other accommodations will be coordinated primarily by the Goldman Center. Examples of other accommodations include peer-based note-taking and alternate format texts. Instructors might be contacted by the Goldman Center for assistance in implementing these accommodations.