

Bellingham Technical College

Counseling / Student Support Services

**Academic Adjustments for Student with Limited English Proficiency**

Qtr/Year:

Student’s Name:

**The above BTC student has been identified as having Limited English Proficiency and is requesting academic adjustments. It is the student’s responsibility to inform all instructors of the academic adjustments listed on this form in a timely manner. Faculty may require a copy of this form for student records.**

Extended time has been determined by the Office of Civil Rights, Washington, D.C., to be a reasonable academic adjustment for students who are not native English Speaker.

This student has self-identified as a non-native English speaker.

Status has been confirmed by Student Services staff.

**The following academic adjustments for non-native speakers of English are approved for this student:**

Extended time (1.5x) on quizzes and tests

Quiet Location

Extended time (1.5x) for in-class essays

English Dictionary (Non-Medical if other students are allowed dictionaries OR allowed to ask questions about words on the test as in the standard classroom testing environment.)

Audio record lectures

**Extended time may be provided by faculty in the classroom, if that is an option, or may be provided in the Assessment Center by prior arrangement. Contact the Assessment Center at assessment@btc.edu to arrange for accommodated testing or for CASAS testing.**

Approved by:

Position:

Recorded in student advising record:  Date:

**For full policy, please refer to:**

Title VI, 34 C.F.R. Appendix B to Part 100 – Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs

Title 34 – Education

**Agencies receiving federal funding are held to Civil Rights laws and the LEP Executive order**

**13166. http://www.lep.gov**