

## Memory Aid Guidelines

**Accommodation Description:** A memory aid is a tool developed by the student to assist in recall, recognition, and/or association of class concepts while not fundamentally impacting course competencies. An example could be a key word, acronym, symbol, and/or graphic. A memory aid is NOT a course outline, course notes, or collection of equations/formulas.

### Student Responsibilities:

- Present their accommodation letter to the instructor of the course(s).
- Discuss the memory aid and its content/structure.
- Discuss the deadline for submitting it to the instructor for approval before the exam.
- The student will submit the memory aid along with the exam when completed.

### Instructor Responsibilities:

- Discuss the accommodation letter with the student including the need for a memory aid and its content/structure.
- Discuss the deadline for the student to submit the aid to the instructor for approval before using it on an exam.
- If the student is testing at the DRC, the memory aid should be uploaded in the testing portal with the test materials.
- If the instructor determines the recall of information requested on the memory aid is deemed an essential learning objective or outcome of the exam and/or course, the instructor should work with the student to modify the content.