Accommodation Guideline: Memory Aids on Assessments

Memory aids may be considered an appropriate accommodation if the following conditions are met:

- The student has a verified disability that includes measured, significant memory impairment.
- The ability to memorize course material is neither a fundamental objective, nor an essential component of the class.
- It is determined that the presence of the memory aid would allow the student to demonstrate appropriate application or synthesis of course material on exams.

In these situations, the accommodation of using a memory aid may be approved, on a case by case basis, with the following recommended guidelines:

1. The student creates the aid with guidelines from the professor regarding limitations to the design (e.g. size, content, presence of examples)
2. The student presents the aid to the professor for approval within 5 – 7 days.
3. The professor reviews the aid to verify that the information on the aid is not giving away answers.

Memory aids are NOT:

- Answer sheets
- Substitutes for studying
- An exemption from knowing the course material
- Full course notes
- Open textbooks

Although the information contained on memory aids is solely up to the professor’s discretion, examples of memory aids can include pictures, charts, mind maps, formulas, acronyms, or key terms.