Chattahoochee Technical College
Disability Support Services

Usage of Formula Sheets

This accommodation supports students with math learning disabilities, or with disabilities that impact memory. Students entitled to this accommodation must discuss it with their instructors. A formula sheet is a testing accommodation for math and sciences classes. A student may be approved to use a formula sheet in any class in which the essential function of the course includes mathematical formulas. This includes developmental and college level courses, as well as non-mathematics classes such as chemistry or physics. Using a formula sheet is not the same as using notes on exams. Use of a formula sheet should not compromise any essential course objectives. If an instructor has concerns about the appropriateness of a formula sheet, the Disability Support Services department staff can address those concerns as needed.

Guidelines for creating a formula sheet:

The instructor is required to allow a formula sheet for students with disabilities who have been approved by Disability Support Services on a student's Accommodation Letter. A formula sheet should contain pertinent formulas for the materials to be tested, but is not limited to those formulas. Students are expected to recognize what equations are pertinent to the current course materials and understand the proper use of the information. Instructors involved in this accommodation should feel comfortable stipulating guidelines and deadlines in regards to creating the sheet. Either the instructor or the student may create the sheet. If created by the student, instructors must approve it before the exam. If the student creates the sheet, it is our suggestion that the student give it to the instructor about one week in advance of the exam date. Once any necessary changes are made, and the sheet is approved, it should be sent to Disability Support Services, along with the exam materials, by the instructor.