

# Disability Services

Information for Faculty



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# Who is responsible for what?

## Students:

- ▶ Students who have documented disabilities have the right to reasonable accommodations under the law.
- ▶ Students are responsible for:
  - ▶ Registering for disability services and providing documentation
  - ▶ Providing instructors with an accommodation letter
  - ▶ Setting up and arranging test taking in the Success Center or making other arrangements with instructors
  - ▶ Informing DS if an accommodation isn't being met



# Who is responsible for what?

## **Faculty:**

- ▶ Reading accommodation letters and accommodating students
- ▶ Contacting me if you feel an accommodation will fundamentally alter an essential requirement of the course
  - ▶ What is an essential requirement? What is a fundamental alteration?
    - ▶ Consult course objectives, curriculum requirements, and consult with Academic Dean's office
- ▶ Contacting me if you have questions regarding an accommodation
  - ▶ I will guide you by providing policy / procedure
  - ▶ Can help with assistive technology, providing accessible formats for texts; can suggest substitute assignments if needed



# Collaboration



- ▶ Determining what accommodations are appropriate can be challenging, but accomplished through collaboration.
- ▶ **Faculty** bring knowledge of the course content, methods, and essential requirements;
- ▶ **Disability Services** understands what accommodations are possible;
- ▶ **Students** understand their own limitations and how their disability impacts learning in a classroom.

Resource: <https://oae.stanford.edu/faculty-teaching-staff/determining-essential-requirements-coursesprograms>



# **FAQ: If a student asks me to provide him or her with a disability-related accommodation in my course, what should I do?**

- First, ask the student if he/she has a letter, or “Notification of Approved Accommodations” stating the determined accommodations.
- If not, refer the student to arrange a meeting with Disability Services. Point them in the direction of our website.
- If the student does not have a letter, do not arrange accommodations with the student.
- Once the Notification is provided to you, work with the student to plan out any needed logistical considerations for test taking and contact my office if assistance is needed



# FAQ: What is a “reasonable accommodation?”

- ▶ A reasonable accommodation is an adjustment designed to mitigate the impact of a student’s disability without compromising the integrity of an academic course or program. Reasonable accommodations may include:
  - ▶ assistive technology
  - ▶ auxiliary aides such as sign language interpreters
  - ▶ instructional strategies
  - ▶ extended time to complete degree, etc.
- ▶ Providing reasonable accommodations allows students with disabilities to have equal access to education and services at the college. Students with disabilities are required to meet the same academic and technical standards as their non-disabled peers, using reasonable accommodations.
- ▶ Resource: <https://oae.stanford.edu/faculty-teaching-staff/faculty-faqs>



# FAQ: Am I (faculty member) allowed to request disability documentation from a student?

- No. Probing for disability information is inappropriate.
- Trust that if a student has a Notification of Approved Accommodations, their need for an accommodation is legitimate.
- Rather, attend to the accommodations themselves and if there is one that must be adjusted based on the format of your class, please contact Disability Services.



# FAQ: Do I have to keep a student's disability status confidential?

- ▶ For most students, disclosure of a disability is very personal. Please respect their right to privacy.



# FAQ: Do I have to allow students to use technology in my courses?

- ▶ There are instances when a student with accommodations will need to use various technologies during your class. These will be outlined in the *Notification of Approved Accommodations*.
  - ▶ This may include, but is not limited to,
    - ▶ a laptop to take notes,
    - ▶ A digital audio-recorder to audio record class lectures
    - ▶ A smart phone to audio-record or for magnification apps
    - ▶ text to speech technology, and speech to text
    - ▶ “smart pens” for note taking assistance
    - ▶ Video magnifiers; handheld magnifiers



# FAQ: Am I required to lower the standards of a required assignment because the student has a disability?

- ▶ No. Standards are the same for all students; however, some students with disabilities may use accommodations to demonstrate their knowledge and their meeting of other course expectations differently than their peers.
  - ▶ For example, a student with low vision may produce an essay exam by using a computer or scribe rather than writing out an answer.

# Service Dogs



- ▶ We have a process for students with service dogs inside the classroom.
  - ▶ Students with service dogs need to register with disability services
  - ▶ Student with service dogs will receive a *Notification of Approved Accommodations* and will need to provide to instructor.
  - ▶ Be aware of service dog etiquette
    - ▶ Service dogs are not pets; they can be distracted if you pet or talk to them; owners need them to stay focused because they are almost always working.



# Process for Testing Accommodations

- ▶ Students with testing accommodations schedule their exams or quizzes with Success Center staff
  - ▶ Student or staff inform instructor, request that exam with instructions be sent to Success Center staff (in person, email, etc.) Success Center Staff proctors exams
  - ▶ Student takes test/exam in the Success Center
  - ▶ Instructor picks up the test or requests a scanned copy
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# Other Success Center Services

- ▶ WE OFFER **FREE TUTORING** TO OUR STUDENTS! If you would like to tutor this semester, please contact Marcie Grant at [mgrant@emcc.edu](mailto:mgrant@emcc.edu)
- ▶ Success Plans – Students are welcome to sit down and create a Success Plan that includes goals, objectives, and a plan to increase their GPA.
- ▶ The Student Success Center is a place where students to go and receive guidance and assistance in numerous ways. If you have a student with a concern and you're not sure where to send them, please send them our way! We are happy to help.