

STUDENTS WITH ACCOMMODATIONS

Information for
Faculty

AMERICANS W/ DISABILITIES ACT

- The ADA is a civil rights statute, ensuring that students with disabilities will have the opportunity to participate in postsecondary education without discrimination. (other state/federal laws govern this activity as well)
 - Disability Services approves accommodations, but in your teaching environment is where most accommodations occur.
 - For faculty members, ensuring/allowing reasonable accommodations in your course(s) is one way to prevent discrimination.
 - Campus compliance with the ADA is a shared responsibility. Faculty members play an important role in the institution's efforts.

HOW I APPROVE ACCOMMODATIONS

1. An approved accommodation is to compensate for a limiting function(s) due to the disability (i.e., walking, hearing, speed of cognitive processing, etc.)
 2. They are not to fundamentally change the course objectives or degree program
- Looking for a 'reasonable' alternative/adjustment
 - Reasonable for the student w/ a disability (SWD)
 - Reasonable for the institution

CONFIDENTIALITY

- Even if the disability is obvious, don't point it out in class discussion
- Be discrete as possible, even when a disability or accommodation is obvious
- The student may initiate a conversation about their disability or accommodation(s), but it would be proper to talk in private or over phone/email

FACULTY RIGHTS

- To be informed when a lecture is being audio recorded and to inform the class that audio recording is occurring (do not mention the student with a disability)
 - Recording is for typical lecture situations, not when students are sharing personal commentary
- To expect all students to adhere to the student code of conduct
- To deny accommodations if the letter of accommodation is not provided from the student
- To challenge accommodations that jeopardize the academic standards or integrity of the course
 - Contact DS to explore alternative options

FACULTY RESPONSIBILITIES

- To share responsibilities for student accommodations with Disability Services (for implementing – not approving/denying)
- To maintain confidentiality of the student utilizing accommodations in your class
- To refer students to Disability Services who disclose they have a disability
- To provide accommodations that are appropriate when accommodation letter has been received
- It is **NOT** your responsibility to provide accommodations to students who are not registered with DS (i.e., no letter)

FACULTY RESPONSIBILITIES

- To include an ADA statement on syllabi
- To deliver exam (usually via email) before exam time when prompted by Testing Center (via email)
- To contact Disability Services to determine appropriate accommodations for unusual circumstances or other questions
- To communicate with the student directly (in private) to agree upon which accommodation(s) are appropriate for a particular class (if it is not already assumed)

WILL ACCOMMODATIONS COMPROMISE THE INTEGRITY OF MY CLASS OR ACADEMIC PROGRAM?

- No
- Academic alterations are only to compensate for the student's limitations
- No fundamental alteration of the course
 - Does any alteration(s) change the way you grade/evaluate the SWD? (It shouldn't)

WHAT ELSE CAN I DO?

- It's ok to talk to the student about their accommodation(s) on the letter. Do not inquire about the disability/diagnosis
 - Strengths/weakness in learning - ok
 - Knowing that – you might have suggestions on different ways to for him/her to approach your course
- Sometimes altering a course process is appropriate
 - The fundamental course requirements/standards should not be changed
- There could be informal ways to satisfy an accommodation need

TESTING RELATED ACCOMMODATIONS AT THE TESTING CENTER

- Our main goal is to administer the exam/quiz in as similar fashion as possible to your classroom (plus any accommodation(s))
 - legally, we need to provide equal treatment to avoid discrimination
- Test security and integrity is our top priority
- We will not deviate from your instructions while administering your exam/quiz

TESTING RELATED ACCOMMODATIONS

1. Student schedules testing room at Testing Center through our online system
 - At least 1 to 2 weeks before the regular test. (At least 4 weeks for finals)
 - They don't schedule with you
2. Testing Center will email you of the testing room reservation and ask for the test/quiz & how to administer it
3. Testing Center will return the test to your department. Some professors come by to pick it up

UPCOMING TEST/QUIZ?

- Timely delivery of tests to the Testing Center (dstesting@chapman.edu) is crucial
 - SWD are already overly anxious on test day. They are typically more vulnerable to hiccups in the process
- The Testing Center needs to know what items are permitted for the test and what items are not (Testing Center asks this in their email to you)
- Any questions or concerns about a student's disability to be directed to DS not Testing Center
- Testing Center is for SWDs, not a place for make-up exams for non-disabled students

NOTETAKING

Faculty does not have a role in this activity

1. The SWD requests this through our online system
2. Your class roster will be emailed by us to solicit a volunteer to copy their notes
 - No one volunteers? – we put a student worker in your class to take notes
3. The notetaker uploads their notes after each class into our system and appears in the SWD's online profile
4. Notes can be denied on days when the SWD is absent
 - We won't know unless you tell us

IS A NOTETAKER ACTUALLY NEEDED?

- Do you provide class notes?
- Is your lecture student discussion or presentations or other activity where there is little note taking?
- Maybe you have class notes you can provide the SWD
 - These are not arguments to persuade a SWD to decline their request for a notetaker – only to explore other viable options the SWD has not considered about your class and teaching style

EXCUSED ABSENCES DUE TO DISABILITY

- Basically we are asking a little flexibility with your attendance policy
 - SWD may not be functional that day because symptoms are flaring up temporarily, although no doctor's visit is not needed
 - You be the judge on how many extra absences you think are appropriate for your instructional style.
 - Class participation points will still be lost

ACCOMMODATION(S) LETTER SAMPLE



September 26, 2017

Dear Ryan,

Thank you for registering with the Office of Disability Services. Below, you will find information about your **approved** accommodations for the duration of your time here at Chapman University. It is required to email a current accommodation letter to all professors that you wish to utilize these accommodations.

- **Time + 1/2 for tests** Testing Center will proctor exam. Student must reserve a testing room at least a week in advance (1 month in advance of final exams). for Fall 2017
- **Extension of deadlines** If medically necessary. Student will communicate with professor. for Fall 2017
- **Notetaker** The professor does not assign a notetaker. The Testing Center will request a volunteer from your class. You will access your notes from the class through the Accommodate system by logging in here: <https://chapman-accommodate.symplicity.com/students> and clicking on the Notetaker Network tab. for Fall 2017
- **No scantron on tests** Student will bring a scantron to Testing Center on exam day. Student circles answers on exam. Testing center staff will complete scantron before returning exam to professor. for Fall 2017
- **CART/ Real Time Captioning** A captionist will sit in the back of the classroom and transmit real-time transcript of classroom dialogue to a small screen in front of student. for Fall 2017

Because the University's goal is to help every Chapman student achieve his/her academic potential, the University makes every effort to provide reasonable accommodations according to federal guidelines. These accommodations have been determined based on your specific documented disability(ies), hence, not all of the accommodations may be needed for your specific classes. It is recommended that you communicate with your professor on any concerns you may have.

Instructions for utilizing specific accommodations are located in your profile under the "Tutorials" tab at: <https://chapman-accommodate.symplicity.com/>

Best wishes for a successful semester!

Sincerely,

Jason McAlexander, M.S., M.A.

Director

OUR CONTACT INFORMATION

Disability Services Office

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Testing Center

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