

# FAQ'S ACCESSIBILITY SERVICES

- **What should I include in the syllabus to inform students of The Office of Student Accessibility Services?** Please include the approved statement (located online or Accessibility Services will provide it to you). A further recommendation is that the statement be read aloud by the instructor during the first week of the course.
- **How do students become eligible for accommodations?** Accessibility Services follows established guidelines set forth by testing agencies and best practices in higher education.
- **How will I be notified if a student is approved for accommodations?** Any student that qualifies and is requesting accommodations will present instructors with an accommodation letter from Accessibility Services, indicating the approved accommodations. In certain instances, Accessibility Services will email the letter directly to the instructor.
- **Can I provide accommodations for a student without utilizing Accessibility Services?** If the student presents you with an accommodation letter, please feel free to provide the accommodation. Please do not provide accommodations without receiving an accommodation letter, even if this is not the first time you have the student in your class. Only students who present letters are eligible for accommodations.
- **Why are instructors required to provide exam accommodations to students with disabilities?** Federal law (Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973) mandates that university instructors must provide reasonable accommodations to students with disabilities. It has been determined by a professional that the student's disability hinders his or her functional abilities during a testing situation.
- **What do I tell other students regarding the exam accommodations for students with disabilities?** Since confidentiality must be upheld, it is best not to discuss exam accommodations with other students or in a class setting.
- **What is the Instructor's responsibility in providing accommodations to a student who approaches them immediately before an exam?** Accessibility Services has certain procedures and guidelines in place, including scheduling exams. It is the student's responsibility to inform the instructor and/or Accessibility Services of an upcoming exam, for scheduling and test delivery.
- **Who is responsible for testing accommodations?** The University as a whole is responsible for ensuring that accommodations are provided. In many instances, students prefer taking the test with the instructor. Accessibility Services is available to administer exams when needed.
- **If a student needs a testing area with reduced distraction, can he/she test in a quiet classroom?** Some students may be fine with this, but others may need a site with reduced distraction from others. The location should not be in hallways, rooms with ringing phones.... It is also best not to move a student during a test.

- **What happens when a student is failing?** It's important to realize that students with disabilities can fail for similar reasons as those for a student without a disability. Access is provided and success is not guaranteed.
- **What if a student notifies the instructor of needed accommodations late in the semester?** There may be numerous reasons why a student makes a late request. Sometimes students are not able to acquire documentation of a disability until later in the semester. In other instances, a student may try to take a class without accommodations, but find that they are not doing well. In either situation, an instructor must remember that accommodations are not retroactive. However, students may begin the process at any time.
- **What is my responsibility as an instructor in assisting students with acquiring a note-taker in class?** Accessibility Services tries to utilize assistive technology, such as recorders, smart pens or photos of notes. It is important that technology is the first option. If notes become necessary, we recommend identifying a student in the class and asking them if they can photocopy their notes and email them to you and then we can work together to ensure that the student receives a copy.
- **What should I do if a student has an injury (broken arm, concussion)?** Some conditions are temporary medical condition and not a disability. Please refer these students to the Dean of Students.
- **How do I handle illnesses?** Accessibility Services does not make accommodations for illness. Please follow faculty guidelines.
- **Are students required to disclose/identify their disability and/or provide instructors with documentation?** No. A student should only provide disability documentation to Accessibility Services. Student confidentiality is critical.
- **Should I extend deadlines or grade students with disabilities differently? No.** The same assignment deadlines, grading criteria, or any deadline extensions should be applied to all students within your class. In certain circumstances, Accessibility Services may contact you if such a situation becomes necessary.
- **What are ways that I can ensure that student with disabilities are supported during the semester?**
  1. Encourage students with disabilities to register with Accessibility Services.
  2. Provide students with a detailed course syllabus.
  3. Clearly set out expectations before the course begins (e.g., attendance policy, materials to be covered, and due dates).
  4. Start each lecture with an outline of material to be covered.
  5. If possible, post notes/guides online.
  6. Present new or technical vocabulary in various forms (written and auditory).
  7. Give assignments both orally and in written form to avoid confusion.
  8. If possible, select a textbook with accompanying study guides or software programs for optional student use. Please try to choose a textbook that is available in audio/text format.
  9. Provide adequate opportunities for questions and answers, including review sessions.