

Procedure Manual



Title: Disabilities Services and Academic Accommodations for Students	Number: A6Hx2-5.09B
Policy Number: 6Hx2-5.09	Page: 1 of 4

Procedures for Faculty Providing Academic Accommodations to Students with Disabilities

The following procedures are guidelines for faculty for responding to student requests for academic accommodations on the basis of a disability. Faculty have a responsibility to implement reasonable requests for academic accommodations from students with disabilities at the College. Reasonable requests are determined by the Office of Disabilities Services on the basis of legitimate documentation of a student's disability by an appropriate professional as well as communications with the faculty and students, and accepted practices of disability service providers in higher education, including legal precedent. Response to requests for academic and other types of accommodations by the College ensures that students have "meaningful access" to essential programs and activities. If there is a question regarding accommodations and classroom academic standards, Disabilities Services should be notified.

Faculty Notification of Requested Academic Accommodations

Students with an approved accommodation will be advised by the Office of Disability Services to make an appointment to see faculty during office hours to present them in a confidential manner with the Accommodation Letter prepared by Disabilities Services. The student and faculty should then discuss the requested academic accommodations and exam accommodations outlined in the Accommodation Letter to ensure a mutual understanding. The student must work closely with the Office of Disability Services Advisers, as well as with the faculty member, in implementing accommodation logistics.

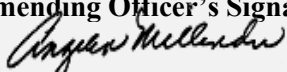
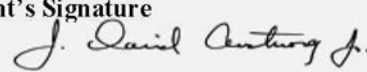
If a student requesting accommodation does not provide an Accommodation Letter (prepared by Disabilities Services), the faculty member should refer the student to Disabilities Services to obtain such a letter to verify and ensure the reasonableness, accuracy, and legitimacy of the request.

If the faculty member has any concerns or questions about the recommended accommodations, she/he should convey these concerns directly and immediately to the Disabilities Services Adviser.

Student Request for Exam Accommodations

Faculty should contact Disability Services if there is a question about requested exam accommodations and if assistance is needed with implementing the request.

It is the student's responsibility to address the issue of exam accommodations with her/his faculty members two weeks before each exam date. If the student or professor cannot agree on how to implement the required accommodations, either party may contact the Disability Services Adviser for guidance. The established procedure for exam accommodations is a joint responsibility of the faculty member and the Disability Services Adviser. Exams may be given within the department, campus testing center, or the campus disability service office. This may include, but should not be limited to, arranging for a reduced distraction testing-room, and/or the coordination of a proctor, reader, and/or scribe. If the student encounters any problems in arranging for accommodations, she/he must contact Disabilities Services immediately.

Recommending Officer's Signature 	Date: 10/25/2011	President's Signature 	Date: 10/25/2011
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Procedure Manual



Title: Disabilities Services and Academic Accommodations for Students	Number: A6Hx2-5.09B
Policy Number: 6Hx2-5.09	Page: 2 of 4

Disabilities Services assists with logistical difficulties that faculty or their departments may encounter in providing student accommodations. The established and preferred procedure is for the first attempts to be made within the teaching staff/department. We strongly encourage that the location be provided within the academic department, but other arrangements can be made. If the faculty cannot secure an appropriate location, Disability Services should be notified so that they can make appropriate arrangements.

If the department or faculty cannot provide any or all of the accommodations, the student and Disabilities Services must be informed as soon as the faculty member/department makes the determination. It is then the responsibility of the student to notify Disabilities Services within a reasonable amount of time.

Exam Accommodations and Procedures

Some examples of test accommodations include: having someone write down a student's dictated answers (using a "scribe"), accessing a written test through auditory means (using a reader or a taped version of the exam), or completing the exam with an additional time allotment. There may also be a request for faculty members (or designated representative of faculty) to judiciously respond to any genuine misunderstanding of exam questions.

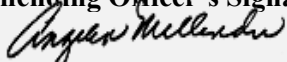
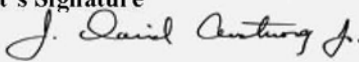
To avoid misunderstanding, it is important for the faculty member/department to determine with the student whether the faculty member, the department, or Disabilities Services will be taking responsibility for such arrangements. If the faculty member or department cannot fulfill the student's requested accommodation needs, the faculty member/department must notify the student and Disabilities Services immediately so that Disabilities Services may have a reasonable amount of time to make arrangements for the accommodation. If the faculty member or the department cannot provide the location for the exam, Disabilities Services will arrange for a location, and out-of-department exam instructions must be followed. All exam instructions should be written on a separate piece of paper and attached to each exam.

Disabilities Services can advertise and pay for scribes and readers, provide alternate locations (if department attempts are unsuccessful), or have the exam prepared in alternative formats (i.e. Braille or taped reading) if notified within a reasonable amount of time by the student and/or department.

It is important to know that faculty have rights when an accommodation is requested. One situation which may arise is that a student may ask Disabilities Services or the faculty member for certain exam accommodations in an untimely manner, i.e. the day before an exam. Students are advised that accommodations must be requested in a timely fashion before the class starts; if not, they may be denied.

Notetakers

Disability Services utilizes a peer notetaking system. The Disabilities Services accommodation letter, delivered by the student, will inform the instructor that the student will assess the need for a notetaker in her/his class. Faculty should let the student know if notes are available either online or if the faculty can provide personal notes. If needed, the student will provide instructions, provided by Disability Services, to faculty, on how to identify a volunteer notetaker from the class. Faculty members should protect the student's right to privacy by not offering her/his name to the class.

Recommending Officer's Signature 	Date: 10/25/2011	President's Signature 	Date: 10/25/2011
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Procedure Manual



Title: Disabilities Services and Academic Accommodations for Students	Number: A6Hx2-5.09B
Policy Number: 6Hx2-5.09	Page: 3 of 4

If the instructor has made “a good faith effort” to find a notetaker but is unsuccessful Disability Services should be contacted for assistance. Some faculty choose on their own to provide this service to students, but this is entirely at the discretion of the faculty member.

When a notetaker has been identified, the student will be contacted and introduced to the notetaker. If the volunteer would like a letter confirming her/his volunteer service hours, a timesheet will be provided. The volunteer should return this form to Disability Services at the end of the term.

It is the student's responsibility to monitor notetakers for accuracy. Carbonless paper is available in Disability Services to facilitate the timely delivery of notes. Any discrepancies should be reported to Disabilities Services immediately. If a student needs assistance in this process, she/he should feel free to contact Disability Services.

It is mandatory that students using notetakers attend class. Notetakers are not a substitution for the student's attendance. If a student is unable to attend class for an extended period of time, the notetaker as well as Disabilities Services must be notified. Failure to do so may result in losing notetaking privileges as a person with a disability who can't attend classes (even occasionally) may not be otherwise qualified to take the class.

Other Student Accommodation Requests

Students may also be approved for other accommodations, such as: taped recordings of lectures, preferential seating, enlarged or Brailled material, or assistance in obtaining books in alternative format. Prior to the start of each semester, faculty may be contacted by Disability Services or the student to obtain the syllabus and a list of required textbooks so that Disability Services may obtain or begin recording as soon as possible.

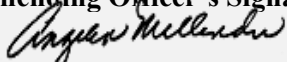
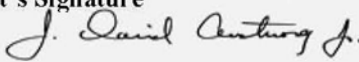
There are many means by which faculty may (and do) teach material effectively to students with various learning needs. The faculty are not, however, required to tailor their teaching methods to address an individual student's special needs. However, practices such as asking students which other aids might be useful, or observing a student's style in recitation or the laboratory, are common ways to facilitate a student's access to classroom learning.

If the student's documentation specifies and supports the need for taping classes, it will be stated in the Accommodation Letter that is presented to faculty. If faculty have concerns about disclosure of privileged information beyond the classroom, the student may be required to sign a confidentiality statement at the discretion of the faculty member.

Disabilities Services offers assistance with clarifying the various roles and responsibilities for faculty and students. Informational handouts for faculty regarding specific disabilities are available on the Broward College Workplace website/Disabilities Services.

Confidentiality

The information a student shares with faculty about her/his disability is confidential information and must be treated as such, according to the College's policy. Faculty shall avoid discussing disability issues in front of

Recommending Officer's Signature 	Date: 10/25/2011	President's Signature 	Date: 10/25/2011
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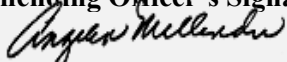
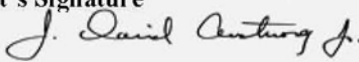
Title: Disabilities Services and Academic Accommodations for Students	Number: A6Hx2-5.09B
Policy Number: 6Hx2-5.09	Page: 4 of 4

the class or in the presence of other students. Information about a student's disability shall not be shared with other faculty members or staff unless they have a specific "need to know." Whether or not a student with a disability prefers to discuss the nature of her/his particular disability, challenges, or personal history with the faculty member is entirely up to the student. Students are not required to relate specifics about their disability when they self-disclose a need for accommodations, having already done this with the Disabilities Services staff. Faculty should contact Disability Services if they have concerns regarding the student's disability or accommodation requests.

Questions Regarding Accommodations Requests

Disabilities Services is the resource designated by the College for assistance in determining and implementing accommodations in and out of the classroom in compliance with Section 504 of the Americans with Disabilities Act, as amended. When faculty are uncertain about how to respond to a request, whether a request is reasonable or if there is disagreement about any phase of an accommodation provision, contact Disability Services immediately. Faculty should not raise these issues with students.

[Link to Policy 6Hx5.09](#)

Recommending Officer's Signature 	Date: 10/25/2011	President's Signature 	Date: 10/25/2011
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