

Procedure Manual



Title: Disability Services and Academic Accommodations for Students	Number: A6Hx2-5.09B
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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 based on a disability. Faculty have a responsibility to provide academic accommodations and allow auxiliary aids for students with disabilities at Broward College (the “College”) as determined by The Accessibility Resources Office. Response to requests for reasonable 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, Accessibility Resources should be notified.

Faculty Notification of Requested Academic Accommodations

Students with approved academic accommodations will be advised by Accessibility Resources to deliver their accommodation plan to whichever faculty they choose, and to discuss how accommodations will be provided for each particular class in a manner that optimizes their privacy. Once an accommodation plan is received by faculty, it is recommended that faculty also attempt to approach the student to ensure accommodations are being satisfied. The student and faculty should then discuss the requested accommodations outlined in the accommodation plan to ensure a mutual understanding. Once this understanding is reached, it is the faculty’s responsibility to ensure accommodations are being satisfied as agreed upon. If a student requesting accommodations does not provide an accommodation plan the faculty member should refer the student to Accessibility Resources, and should not accommodate the student until an accommodation plan is received.

If the faculty member has any concerns or questions about the recommended accommodations, they should convey these concerns directly and immediately to Accessibility Resources.

Exam Accommodations

Exams with accommodations may be given within the academic department or the campus testing center. It is up to the discretion of the faculty member where the exam is to be given, as long as all accommodations are satisfied. If faculty cannot secure an appropriate location, or provide any or all of the accommodations, the student must be informed as soon as the faculty member makes the determination, and arrangements with the testing center should proceed. If the student or professor cannot agree on how to implement the required accommodations, either party may contact Accessibility Resources for guidance. Faculty should contact Accessibility Resources if there is a question about requested exam accommodations and if assistance is needed with implementing the request.

Arrangements should be made for all exams throughout the semester, as soon as the student requests exam accommodations from the faculty member. If a student waits until the last minute to request exam accommodations, every effort should be made to accommodate the student; however, if this presents an undue burden on the faculty member, and the accommodation absolutely cannot be provided, the faculty member should contact Accessibility Resources for guidance.

Recommending Officer's Signature 	Date: 08/14/18	President's Signature 	Date: 08/14/18
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Notetaking Accommodations

Broward College utilizes a peer notetaking system to satisfy the notetaking accommodation. The accommodation plan, delivered by the student, verifies the notetaking accommodation, and the student must request to the faculty member that a notetaker will be needed in the 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 from Accessibility Resources, 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 their name to the class.

If the faculty member has made “a good faith effort” to find a notetaker but is unsuccessful, Accessibility Resources should be contacted, by the faculty member, for assistance within one week of the student requesting the notetaker.

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

Recording Lectures

If a student is approved to utilize a recording device as an auxiliary aid, it will be listed on the accommodation plan, and the student must inform the faculty member that they will be recording the class. Faculty have the right to require the student sign an agreement to not share, publish, or sell the recordings. If a faculty member is concerned about confidentiality within the course, they may ask recorders to be turned off during such times; however, in doing so they must also ask all students to cease taking notes. Students who are recording the class may not be identified by the faculty member.

Confidentiality

The information a student shares with faculty about their disability is confidential information and must be treated as such, according to College policy. Faculty shall avoid discussing disability issues in front of the class or in the presence of other students. Information about a student's disability and accommodation plan 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 their 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 so with Accessibility Resources. Faculty should contact Accessibility Resources if they have concerns regarding the student's accommodation requests.

Questions Regarding Accommodations Requests

Accessibility Resources 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 Rehabilitation Act of 1973, and 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 Accessibility Resources immediately. Faculty should not raise these issues with students.

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