



FACULTY MANUAL

OFFICE OF ACCESSIBILITY SERVICES

ST. CHARLES COMMUNITY COLLEGE

Contents

INTRODUCTION	3
Accommodations	4
ASSISTIVE TECHNOLOGY	5
Adjustable Tables	5
Course Material.....	6
Field Trips.....	6
Key Points.....	7
Attendance.....	8
Temporary Disabilities	9
Distance Learning.....	10
Services Not Provided by OAS.....	11
Faculty Notification Form	11
Exam Notification.....	12
Questions and Answers	13
SAMPLE SYLLABI STATEMENTS	14
OFFICE OF ACCESSIBILITY STAFF --- ST. CHARLES COMMUNITY COLLEGE	15

INTRODUCTION

OAS (Office of Accessibility Services) works in cooperation with students, staff and faculty in promoting: students' independence, equal opportunities to fully participate in all aspects of their education, an accessible learning environment and recognition of abilities.

Students are served under the Rehabilitation Act of 1973; Section 504 (Subpart E) and the Americans with Disabilities Act (ADA) and the ADA Amendments Act (2008). OAS has the responsibility of determining who qualifies for services. Students must provide documentation of the disability certified by a licensed professional and meet with the OAS Coordinator. The institution must provide reasonable accommodations if supported by appropriate documentation.

There are differences in services provided under IDEA (K-12) and 504/ADA (college). There is no automatic carryover of services from high school to college. Students must self-identify and provide disability documentation. Each college establishes its own procedures for reviewing documentation, determining appropriate accommodations, etc.

This is an open admissions institution. It offers everyone the opportunity to take classes. It does not mean that all students are college capable. There is no guarantee of success of any student and this includes those with disabilities. The institution provides access to qualified students with disabilities. The rest is up to the student.

OAS is responsible for determining:

- If the student has a disability (A diagnosis alone does not establish that an individual is a qualified student with a disability.)
- Functional limitations and impact upon course/program
- Reasonable/appropriate accommodations (jointly with faculty) that do not fundamentally alter the course/program

OAS determines equal access and faculty determine what is essential for their specific courses. This is done on a case-by-case basis by the OAS Coordinator in cooperation with Academic Affairs.

ACCOMMODATIONS

The OAS Procedures specifies the process for requesting and accessing accommodations. Students must follow established procedures. These are available on the college website: www.stchas.edu under Quick Links, click on Accessibility Services.

A reasonable accommodation is any adjustment that allows a qualified student with a disability to access a course/program.

Accommodations are not reasonable if:

- Making the accommodation or allowing participation poses a direct threat to health/safety of self or others
- It involves a substantial change in an essential element of the course/program
- Poses an undue financial/administrative burden

All accommodations must be requested in a **timely manner**. SCC Procedures ask for 6-8 weeks advance notice. OAS will make a good faith effort to provide a reasonable accommodation (if the request was not made within Procedure time guidelines) contingent upon space, staff availability, etc.

Faculty does not have to agree to accommodations that fundamentally alter a course/program. However, a faculty member cannot unilaterally decide not to provide an accommodation. If an instructor takes issue with an approved accommodation, they should contact the OAS Coordinator. The OAS Coordinator will initiate a dialogue with the instructor, department chair and/or Dean to further discuss, identify options and reach a resolution.

Possible Accommodations

- Exams out of class –distraction reduced environment/extended time
- Extended time for on-line exams
- Preferred seating
- Interpreters
- Real-time Captioning
- E-text
- Assistive technology
- Braille conversion
- Note takers/use of tape recorder

ASSISTIVE TECHNOLOGY

An Assistive Technology lab is located in SC 133. The Assistive Technology Specialist is available to train students on technology use and to assist faculty with any access issues relating to technology. The lab is used for exams and is open for students to use the technology while studying on campus. The Assistive Technology Specialist is responsible for securing textbooks in an alternate format (working with publishers/scanning books), determining the most appropriate technology for each student and training them on usage. Faculty may contact the lab (X 8492) for any assistance/questions regarding adaptive technology, access issues for distance classes or to schedule an appointment for a tour of the numerous resources that are available.

Some of the technology available includes:

- Duxbury -- Braille translator software and printer
- CCTV (Closed Circuit Television) – Enlarges printed material
- JAWS/ Kurzweil –Screen reading software
- MathTalk/Scientific Notation – Speech to text for math equations
- Zoomtext – Screen magnifier with screen reading capability
- FM Systems – Amplification system
- Dragon Naturally Speaking – Speech to text
- Cannon scanner/ scanning software – for book conversion enabling use of screen reader

ADJUSTABLE TABLES

The institution is not required to purchase any equipment/devices of a personal nature. This includes seating. However, the seating must be accessible to most. Each classroom that has tablet style individual desks has been equipped with an adjustable table and chair. OAS staff inventory each classroom prior to the start of every semester making sure that an adjustable table/chair is available. It is very important that instructors make sure that they are not moved to the front of the classroom next to the lectern. Remember: you may not have a student with a disability in your class who uses the table. However, there is a possibility that the table may be needed by a student in another class. Providing accessible seating in a classroom is the law. Wheelchair users need to be able to have a desk/table to access while in a classroom. They should not be required to ask classmates to move the table back to a row because it has been moved to the front of the classroom or out of the room entirely.

This is a compliance issue and we must ALL be diligent.

REMINDER:

- Don't use the tables. If you need additional furniture in your classroom, contact purchasing.
- Don't move the table to the front of the class room, use it to prop open the classroom door or move to the hallway.

If you notice that an adjustable table has been moved, please take the time to move it back to the appropriate location. If the entrance door is in the front of the room, we place the table in the front row near the door. If the entrance is in the back, the table is placed in the back of the row for easier access.

COURSE MATERIAL

All course material must be accessible. This includes: textbooks, handouts, any audio/visual materials, additional reading material, etc. OAS can convert most textbooks or secure the files from the publishers—it is the responsibility of the student to notify OAS in a timely manner. However, the instructor must cooperate with OAS regarding the rest to ensure that the materials are accessible. OAS can scan or Braille course materials for students. This does take time. Last minute requests will not allow sufficient time to ensure that a student has the accessible material when needed. OAS does not have the equipment to caption films/video/DVDs. This would have to be outsourced and could take months to complete. Make sure that any films/videos/DVDs are captioned.

FIELD TRIPS

Please keep in mind accessibility issues when arranging field trips for your class. If non-disabled students are responsible for their own transportation, then this applies to students with disabilities. In other words, the college is not responsible for transporting a student to the site. But the site must be accessible once the student arrives. The student with a disability must have equal access to the educational endeavor. If the field trip is optional and a student with a disability chooses to pursue it, we cannot deny them the opportunity.

KEY POINTS

- Some students choose not to self-identify and we must respect their decision.
- Students must request accommodations EACH semester per OAS Procedures.
- OAS will e-mail (prior to the start of the semester) any instructors who will have interpreters or a service animal in their class. This is contingent upon the student contacting OAS in a timely manner.
- All students are expected to behave appropriately. Having a disability does not preclude the expectation that a student will adhere to appropriate behavior while on campus. If behavior negatively impacts instruction or learning opportunities of other students, it becomes a conduct issue and should be addressed per the college conduct policy.
- Students approved for accommodations must meet the same academic standards as any other student. There is no modification of curriculum.
- Students with disabilities may do poorly in a class not due to the disability but because they procrastinate on assignments, utilize poor study skills, skip class, etc. In other words, they make poor choices just like non-disabled students and will suffer the consequences. Sometimes students don't do well in class due to issues NOT related to the disability.
- Faculty is expected to follow OAS Procedures, as well as, staff and students. Ignoring these procedures could lead to legal issues for the college and the faculty/staff member.
- Access must be provided. There is no guarantee of success for any student and this applies to students with disabilities.
- Refer any student with a disability issue to OAS. Don't take on the job of accommodating students without OAS involvement, nor assume the role of diagnostician. Sometimes students may have an issue but not at the level of being considered a disability.

Accommodations are NOT retroactive. They begin at the point that the accommodations have been requested and finalized.

Always include a statement on your course syllabus acknowledging that students may need accommodations and OAS contact information.

ATTENDANCE

On your syllabus, include your policy regarding absences, late work, make up exams, missed exams, etc. Plan ahead on whether additional absences are an appropriate accommodation; and if so, the additional absences permitted based on the specific course and your teaching style. This should be established ahead of time and not retroactively.

It is recommended that a student with a chronic condition likely to impact attendance provide documentation to OAS. OAS can then determine if a disability exists, if they can be considered as a qualified student with a disability and how the condition may impact attendance. If the student requests attendance flexibility, a letter is provided (if approved after reviewing the medical documentation and interview with student) which the student can bring to the instructor. This letter advises that a chronic health issue exists. However, it is up to the instructor to decide if attendance flexibility is a reasonable accommodation. Remember, accommodations are NOT retroactive.

Some considerations:

- How does the student absence affect other classmates' educational experience?
- What is the extent of the interaction between students (group work) and the instructor?
- Are students' contributions a significant component of the class?
- How does attendance flexibility affect use of regular assignments and due dates?
- Is class participation a component of the final grade?
- Do you have a policy of excused vs. unexcused absences?
- Is your attendance policy consistently applied?

The instructor may decide that some flexibility may be permitted but to only a certain point. Instructors are not responsible for making sure that the student remains caught up on material, etc. On the other hand, the instructor may determine that attendance flexibility is not reasonable. Either way, the student would then need to make a decision: withdraw, appeal withdrawal via the Students Appeal Committee (if after the withdrawal date/or impacts financial aid), or remain in the class understanding the grade implications.

TEMPORARY DISABILITIES

OAS may provide limited assistance to students needing temporary services. OAS may be unable to provide services immediately upon request, though. Keep in mind that these students must follow OAS procedures just like those with a permanent disability.

Documentation must be provided by the student concerning the extent of limitations, etc. As with all accommodations, assistance is determined on a case-by-case basis.

DISTANCE LEARNING

Classes must be accessible whether offered on-ground or on-line. The more proactive in universal design (usable by all people limiting the need for adaptation) the better. With more on-line offerings, we may find more students with disabilities registering for these courses. There is the misconception that taking classes on-line negate the need for any accommodations. On-line course development cannot neglect the issue of disability and access. The institution is still responsible for providing an accessible on-line learning opportunity. On-line courses are not a simple extension of the traditional campus. So logging on to the “on-line classroom” (course management system) is equivalent to entering the classroom. Students may need some of the same accommodations as an on-campus class.

Technological advances bring new access issues:

- Technology the student is using/skill level
- Web design of curriculum
- Course management system
- Technology is not the total answer for access. Programmatic accommodations may be necessary.

The institution is not responsible for providing assistive technology for the student to use from home. In some cases, the student will own assistive technology and have experience in using it. However, a student could register for an on-line class and utilize a college computer when taking the course. The course must be accessible whether it is accessed from home or on campus. OAS and faculty must recognize new access issues and jointly facilitate appropriate accommodations. We cannot tell a student that they should not take an on-line class. Ultimately, it is the student’s choice and equal access is the law.

It is recommended that faculty include the following information for all courses (on campus and distance learning):

- Specific time limits for exams/quizzes (days/hours/minutes) if known or a statement that there will be time limits if not established
- Notification of required synchronous discussion/chats
- Use of audio/visual presentations
- A statement referring students to OAS if they encounter problems while using screen reading software or if they will need accommodations.

SERVICES NOT PROVIDED BY OAS

Tutoring – OAS does not provide tutoring to any student. Tutoring is provided by the ACE Center to all students.

Personal Aides – OAS does not provide assistance for restroom needs, dispensing medications, getting in/out of vehicles, mobility assistance.

Transportation – Students are responsible for their own transportation to and from campus, as well as between buildings. Accessible parking is available in each parking lot.

Diagnostic Evaluations – OAS does not provide diagnostic testing to determine support for a student's accommodation request. Students are financially responsible for documentation.

FACULTY NOTIFICATION FORM

This form is the official notice that you have a student with a disability in your class and OAS has determined that functional limitations will impact access to the class. These are issued after

- Appropriate documentation is on file
- Interview with student
- Student formally requests accommodations
- Accommodations have been approved by the OAS Coordinator.

The student is responsible for giving the instructor this form and discussing the accommodation(s). This offers the opportunity for the instructor to review the accommodations with the student. Should you feel that any are unreasonable, you must contact the OAS Coordinator. Otherwise, sign the form and give it to the student.

The student is responsible for returning the form and providing their course syllabus to OAS staff. Students can schedule exams (if an approved accommodation) one at a time as long as they follow our scheduling procedures (one week's advance notice). Students can choose to schedule all exams listed on the syllabus (preferred). It is the student's responsibility to inform OAS staff of any changes of test dates.

EXAM NOTIFICATION

PLEASE NOTE: OAS IS NOT affiliated with the Assessment Center. Do not send OAS student exams to the Assessment Center. They should be directed to the OFFICE OF ACCESSIBILITY SERVICES/SC 133. Students with disabilities who are approved for out-of-class exams take their exams with OAS, NOT the Assessment Center.

Do not send a student to OAS with a test in hand if they are not scheduled with OAS. We will not be able to administer the exam due to staff scheduling and space availability. They must have their exams scheduled in advance.

- Seven calendar days prior to the scheduled exam, OAS will send only an exam notification to your SCC E-MAIL.
- The ATTACHMENT will list the student's name, course, date of the scheduled exam and will ask for you to indicate pertinent information about the exam administration. It is important that you completely fill out this form. OAS does not give unlimited time on any exam.

OAS makes every effort to schedule exams on the same day as the class. However, it may not be at the same time as the class meets due to the student's need for extra time and their course schedule. We do not schedule students for exams which would require them to miss another class. We will work around their course schedule only.

- Once you receive notice, please complete the form. It MUST accompany your exam. You may e-mail (preferred) the exam and attached form to Accessibilityservice@stchas.edu, hand carry it to OAS/ Student Center 133 or send via interoffice mail. OAS will not pick up exams from instructors.

Students are responsible for notifying OAS of any exam date change but sometimes they forget to do so. If you receive the first notice and the date is incorrect, please let OAS staff know of the change.

- If OAS has not received the exam or heard from you regarding the first notice, a second notice is sent to you two working days prior to the scheduled exam. This second notice is copied to either your Dean and/or department chair. This is sent as a courtesy reminder. Faculty is responsible for getting the test to OAS.

OAS staff proctor the exams and is responsible for having any approved assistive technology available. OAS returns exams once daily to the division secretaries securing a signature verifying receipt.

QUESTIONS AND ANSWERS

I received a Faculty Notification from a student. Out of class testing was an approved accommodation. The student has taken all exams so far in class. Should I say something?

- Sometimes students change their mind. You certainly can ask the student about it but we cannot force a student to use the accommodation if they decide against it.

On the information for my on-line course, I tell students that they may not use books while taking their on-line quizzes/exams. I received a Faculty Notification indicating the need for extended time for these quizzes/exams for an OAS student. With additional time, I feel this will allow the student to use their book. Can I require that the student take these exams in OAS?

- No. You do not require other students to take their exams on campus. Also, you have no way to prove that other students are NOT using their books.

I announced that we will be having an exam. After class, a student told me that she had been on an IEP for tests while in high school. What should I do?

- Refer the student to OAS. If students do not notify OAS per written procedures, they may have to take the first exam in class with no accommodations. You are under no obligation to excuse this student from the exam. They should be expected to take the exam in class until they have followed OAS procedures.

I have a student in my class who is struggling with the course material. He is supposed to take his exams in OAS. Should I give him an easier exam?

- All students are expected to meet the requirements of the class. There is no modification of curriculum at college. Sometimes, students may not be college capable but have chosen to attend. As with all students, there is no guarantee of success in a class. Do NOT lower academic standards as an accommodation.

Don't I have the right to know the disability? I notice that it is not listed on the Faculty Notification form.

- No. Students are not required to share this specific information with their instructors. If a student has chosen to disclose his/her disability to you, it is important to maintain confidentiality. College personnel are informed of specifics on a "need to know" basis.

It is half way through the semester and a student hands me a Faculty Notification form indicating that they need to take out of class exams. How does this affect the exams they have already taken?

- It doesn't affect previous exam scores. Services are not retroactive.

SAMPLE SYLLABI STATEMENTS

- Any student eligible for and needing accommodations because of a disability is requested to speak with the instructor after class or during office hours. Accessibility issues are handled in the Office of Accessibility Services located in the Student Center 133; 636 922-8247; pbova@stchas.edu.
- The college will make reasonable accommodations for persons with documented disabilities. Students should notify the Accessibility Coordinator located in SC 133; pbova@stchas.edu or call at 636 922-8247.
- Any student with a documented disability needing accommodations should contact the Office of Accessibility Services (SC 133; pbova@stchas.edu or call 636 922-8247).
- If you have a disability and are interested in receiving accommodations, please contact the Office of Accessibility Services, Pam Bova – Coordinator. 636 922-8247; pbova@stchas.edu.
- If your disability may have some impact on your work in this class and for which you may require accommodations, please see the Accessibility Coordinator located in the Student Center 133; pbova@stchas.edu or call 636 922-8247.

OFFICE OF ACCESSIBILITY STAFF --- ST. CHARLES COMMUNITY COLLEGE

LOCATION

Student Center 133

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Accessibility Coordinator

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