

Procedure Title: Requesting/Obtaining Accommodations for Students with Disabilities
Procedure Number: 07-2005-0006
Board Policy Reference: I.B. Educational Opportunities

Accountable Administrator: VP Student Affairs
Position responsible for updating: Student Health & Wellness Resource Coordinator

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Authorizing Signature: *Signed original on file*

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Procedure:

Eligible students wishing reasonable accommodations may obtain them by working through the Student Health & Wellness Resource Center (HWRC) and by using the following procedures. All accommodations will be paid for by the college.

Note Takers

Students are given two options for obtaining a note-taker.

Option A:

The student finds a person in class who takes acceptable notes and asks permission to copy his/her notes. Then student and note-taker come to the Disability Services office and obtain a copy key card with which to copy the notes.

Option B:

The student asks the Student Health & Wellness Resource Coordinator to find a note-taker. The Coordinator then asks the instructor to identify a student who takes good notes and refers that student to the HWRC office. That student is then given a copy key card and gives the coordinator the copy of his/her notes which are then passed onto the student in need. The note-taker is not paid.

In the event that a note-taker cannot be found within the class, the student will be asked if recording the lectures will be sufficient for their needs. Digital recorders will be available to check out from the HWRC office.

Requesting/Ordering Texts in Alternative Formats

A student requesting texts in alternative formats must do so two to four weeks before the quarter starts, depending upon the format requested, in order to ensure the text is received in time for the student's use.

Once the request is made, the Student Health & Wellness Coordinator will request books in an electronic format. . If the publisher or service is unwilling or unable to honor the request, HWRC will put parts of the text into a PDF or medium usable by the student. If a student wants a book in braille, the college will offer it first by text-to-speech, then, if the offer is not acceptable, will send the text off campus to be translated into braille.

Alternative Testing:

Accommodations may include out-of-classroom/private space, extended time, reader, scribe, or alternative formats.

If a student desires to use his/her accommodations, an e-mail listing the classroom and testing accommodations will be sent to that student's instructor at the beginning of each quarter. All requests of testing accommodations are the responsibility of the student and must be made by the student within 24 business hours of each test.

Classroom/private space is provided by utilizing the private testing rooms in the testing center or utilizing a room which is designated by the instructor. If designated by the instructor, it must not have any other students in that same room.

When utilizing the Advising and Testing Center, students needing accommodations must make an appointment for testing so that the accommodations can be arranged for the needed time and date. The 24-business hour prior request is adequate in most circumstances; however, some requests may take longer to arrange if special equipment or materials need to be requested. The student is responsible for giving the Advising and Testing Center a minimum of three days notice. In rare instances, an accommodation may not be obtainable in three days. If such is the case, the testing center will notify the student and instructor immediately with information on when the accommodation can be provided.

Extended time is handled by whoever proctors the tests. Extended time does not mean unlimited time. Students may receive either 1.5x or 2x extended time as decided by the HWRC Coordinator based on the student's documentation.

When a reader/scribe is requested, the reader or scribe will only read exactly what is written with no elaborations and will scribe word-for-word what is dictated.

Alternative formats are rare and are provided only after discussions with the instructor. Changing a test from an essay to a multiple choice test (or vice versa) must be indicated in the student's documentation and must not interfere with the essential outcomes of the course.

Legal References:

The Chaffey Amendment (2 U.S.C 135a; 46 Stat. 1487)(Added Pub.L. 104-197, Title III 316 (a), Sept. 1996, 110 Stat.2416.)

(The Policy Book, 7.3, Y:1, 1991)