OFFICE OF DISABILITY SERVICES

FACULTY AND STAFF GUIDELINES: ADA RIGHTS AND RESPONSIBILITIES

Staff

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Purpose

The Office of Disability Services assists students with disabilities. We work with the students with documented disabilities to make the most of his/her college career. With the Office of Disability Services, the student receives help to achieve academic goals through many services. Services include but are not limited to academic advising, advocacy and referral information.

College Policy:

- It is the general policy to assure equal opportunity for all qualified persons in admission or participation in, or employment in the activities which the College operates.
- The College is committed to making reasonable accommodations for persons with disabilities without fundamentally altering the nature of any program or course.

Course Syllabus Statement:

"It is the general policy of Delgado Community College to provide an equal opportunity for academic success to all students. Reasonable accommodations for a student with a disability will be made provided the student has self-identified with the Office of Disability Services and has provided the required documentation. Instructors will appropriately modify their methods of instruction, course and examination requirements and general procedures to accommodate the special needs of the student provided the academic integrity of the course or examination is not violated and the accommodation does not jeopardize the health and welfare of all students. Accommodations will not be made without the letter of accommodation from the Office of Disability Services. City Park Campus and Charity School of Nursing students may contact the Office of Disability Services at (504) 671-5161 or gpeopl@dcc.edu. The office is located in Building 2 Room 102. West Bank Campus, Jefferson Site students may contact the Office of Disability Services at (504) 762-3191 or jwilli6@dcc.edu. The office is located in the Student Life Center."

Disability Laws:

- Rehabilitation Act of 1973-Section 504
  - Reasonable accommodations for individuals with disabilities must be provided.
  - Individuals with disabilities are defined as persons with a physical or mental impairment which substantially limits one or more life activities.
    - Major life activities are:
      - Caring for oneself, walking, seeing, hearing, speaking, working
- The Americans with Disabilities Act (ADA)
  - Protect individuals with disabilities from discrimination because of their disability.

How a Student Receives Services:

- A person is eligible for accommodations if he/she is considered a person with a disability,
- Has identified his/herself to the college through the Office of Disability Services and
- Has presented appropriate documentation regarding the disability to the college as required by Office of Disability Services and accommodations.
- Students must complete Delgado application at www.dcc.edu.
- Complete online orientation.
- Schedule a placement test.
    - If accommodations are needed please submit documentation prior to testing
- Complete student intake and student agreement forms online.
    - Click on Student Services tab
    - Click on Advising and Testing
    - Click on Disability Services
    - Click on forms on the left hand side
    - Click on Student Intake Form and then Student Agreement **(Documentation maybe uploaded as a file to the student intake form)**
- Consult with ODS staff in regards to disability documentation and accommodations.
- Receive accommodations letters for instructors.
- Complete Semester Accommodations Request Form every semester using the same steps above but click on Accommodations Request Form.

Accommodations and Services:

- Interpreting services, captioning services, note-taking services, distraction-free environment, *extended time, scribe, reader, tape recorder, assistive technologies/specialized computer programs.
- Test proctoring services are available; however appointments must be made at least 2-3 days prior to test. Please contact preferred location to schedule your placement test and/or regular semester tests.

    *### Time and half:
    50 minute classes additional 30 minutes= 1and 1/2 hours total
    75 minutes classes additional 45 minutes= 1hour and 55 minutes total

    *### Double time:
    50 minute classes additional hour= 2 hours total
    75 minute classes additional 75 minutes= 2 hours and 30 minutes total

    ### Testing Services (Select Location):

City Park Campus	West Bank Campus	Sidney Collier Site
Building 2, Room 302	LaRocca Hall, Room 303	Building 3, Room 117A
504-641-5080	504-762-3198	504-941-8526

Rights and Responsibilities:

- **FACULTY/STAFF RIGHTS:**
    - Faculty/Staff do NOT have the right to ask students if they have a disability.
    - Faculty DO have the right to request for verification of any accommodations requested (provided by the student from ODS).

- **FACULTY RESPONSIBILITIES:**

  - Read the disability statement out loud at the beginning of the semester, around midterms and at least two weeks before final exams.
  - Confirm receipt of accommodations and discuss accommodations with student one-on-one.
  - Provide accommodations only to students who are registered with ODS. It is NOT your responsibility to provide accommodations to students who are not registered with ODS.
  - If the student is taking his or her test in the Testing Center, you are responsible for sending the tests via email or hand delivered to the testing specialist with completed testing form.
  - Clearly communicate your testing procedures with the student and with ODS and The Testing Center by completing an Examination Request Form upon request.
  - Consult with students with disabilities and ODS in providing appropriate accommodations.
  - Sign Waiver of Accommodations Form if students request a waiver of any or all accommodations.

FAQS:

- **Are accommodations retroactive?**
  - No. Accommodations do not take effect until the student has completed registration with ODS and has provided the instructor with an accommodation letter. ODS cannot require the instructor or anyone else to make changes in grades for assignments/exams given prior to notifying the instructor of the accommodations.

- **How can I assist a student with getting notes?**
  - Students who cannot take notes or who have difficulty taking notes adequately due to the effects of their disability can be accommodated in a number of ways including: allowing them to tape record lectures, assisting them in obtaining an in-class volunteer note-taker, and providing them with an outline of lecture materials and copies of overhead transparencies.

- **What if a student with a disability is failing?**
  - Treat the student as you would any student who is not performing well in your class. Invite the student to your office to discuss reasons for the failing performance and what resources the student may use to improve. Contact an ODS staff member to discuss any additional concerns.

- **What if I suspect that a student has a disability?**
  - Talk with the student about your concerns regarding his/her performance. Whether to self-identify to ODS is the decision of the student; however, to receive accommodations, disclosure to ODS with proper documentation is required.

- **Won't providing accommodations on examinations give an unfair advantage to a student with a disability?**
  - No. Accommodations don't make things easier, just possible. The purpose of academic accommodations is to put the person with a disability on a level playing field with other students who do not have a disability.

- **Who determines what accommodations are needed?**

- ODS will determine the accommodations based on what is recommended by the students' clinician.

- **What if I don't agree with the accommodations?**
  - Please contact ODS immediately to discuss concerns. **DO NOT ALTER OR CHANGE ANYTHING ON THE DOCUMENTS SUBMITTED TO YOU.**

4/13/17