



OFFICE OF STUDENT ACCESSIBILITY FACULTY AND STAFF GUIDELINES: ADA RIGHTS AND RESPONSIBILITIES

For more information, see [Office of Student Accessibility Faculty and Staff Resources](#).

STAFF

See [Current Office of Student Accessibility Staff](#).

PURPOSE

The Delgado Community College [Office of Student Accessibility](#) 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 Student Accessibility, 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

For full policy, see [Student Accessibility 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.

STUDENT ACCESSIBILITY COURSE SYLLABUS STATEMENT

See the current [Course Student Accessibility Syllabus Statement](#) that faculty are required to include on their course syllabus.

DISABILITY LAWS

See the full list of [Disability Laws in Higher Education](#).

HOW STUDENTS RECEIVE SERVICES

For a full description on how students receive services, see [Office of Student Accessibility Description of Services](#).

STUDENT RESOURCES

See [Office of Student Accessibility Student Resources](#).

ACCOMMODATIONS AND SERVICES

See full list of services at [Office of Student Accessibility Description of 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
Building 2, Room 302
504-641-5080

West Bank Campus
LaRocca Hall, Room 303
504-762-3198

Sidney Collier Site
Building 3, Room 117A
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 the Office of Student Accessibility).

- **FACULTY RESPONSIBILITIES:**

- Read the student accessibility syllabus 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 the Office of Student Accessibility. It is NOT your responsibility to provide accommodations to students who are not registered with Office of Student Accessibility.
- 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 the Office of Student Accessibility and The Testing Center by completing an Examination Request Form upon request.
- Consult with students with disabilities and the Office of Student Accessibility in providing appropriate accommodations.
- Sign Waiver of Accommodations Form if students request a waiver of any or all accommodations.

FREQUENTLY ASKED QUESTIONS (FAQs)

See the Office of Student Accessibility [Frequently Asked Questions for Faculty and Staff](#).

Title Updates 8/26