

Access and Disability Service FAQ'S for Faculty Members

Q: I have received several emails regarding students' accommodation eligibility. As a faculty, what is my responsibility?

A: This year, Access and Disability Services (ADS) is utilizing an online disability service management software (AIM). You have probably received email(s) indicating the approved accommodations for a student or students in your class (this is similar to the paper accommodation plan a student would give you in the past). Your responsibilities have not changed from the past. As a college, we are still obligated to provide the legally mandated accommodations. The notification system changed, but everything else remains the same.

Q: The emails contain accommodations such as priority registration, books in alternate format, and use of assistive technology. Will I now have to facilitate that?

A: Again, your responsibilities have not changed from the past. The email you receive will include all of the accommodations that the student is entitled to, but most of them are provided by ADS. You continue to be responsible for facilitating testing accommodations in the Testing Center or in the ADS Office, if indicated, and in assisting with the recruitment of note takers. The other accommodations are provided by staff in ADS.

Q: Does getting emails about students violate a student's confidentiality? Should ADS be disclosing a person's disability for the student?

A: The student has signed a waiver agreeing to release his/her accommodations to you via email. (Accommodations are granted by ADS after the student's eligibility has been determined by conducting an in-person interview and a thorough review of that student's documentation.)

Q: How will I remember when to send the tests to ADS or the Testing Center?

A: The student is still responsible for providing you the test accommodation form (either white for testing in the ADS office or orange for testing in the Testing Center) which will be your reminder and provide you the opportunity to give specific instructions on how you want your test proctored.

Q: I am concerned about test security. How are tests proctored?

A: Both the Testing Center and ADS take the security of your exams very seriously. Your instructions on the test accommodation form are followed to the letter:

- The student's allotted time extension is added to the time you state the class receives for the test
- Any of the other allowances you approve for the test (open book, calculator, notes, handouts, formula sheets, etc.) are allowed into the testing room with the student
- Students are not allowed to bring any personal items, such as backpacks, purses or cell phones, with them in the testing rooms
- All of our testing rooms contain video cameras and test-takers are monitored by a professional staff member
- Students are not allowed to transport their own tests. Per your stated preference, tests will wait for you to pick them up, or be delivered to your mailbox in your Division Office.

Q: I received an email requesting that I make an announcement to recruit a note taker. My class is online so I don't understand why the student needs a note taker.

A: Because Harper offers a variety of format and schedules, AIM is not able to distinguish between the face-to-face or web-based courses. If you receive a note-taker email for a web-based course, disregard the request and just be aware that your student qualifies for this accommodation.

Q: I received an accommodation plan for a student who is not on my roster. I do not know the student, so why did I get his/her accommodation eligibility?

A: It is likely that the student will be in a future course of yours. Perhaps the student will be in one of your late-start classes, and the student requested accommodations for that semester all at once. If you ever have questions, please call ADS, x6266.

Q: Some of the accommodations listed are not reasonable for the type of course I am teaching. Am I obligated in providing the accommodations even if I think it is not fair?

A: The approved accommodations are based on the assessment of a student's disability and its functional limitations. If you feel that the approved accommodation is not reasonable for your particular course, please feel free to contact ADS if you have concerns about the accommodation altering the fundamental requirements of the course.

Q: Aren't we preparing students for the "real world" of work? Why should we provide all of these accommodations?

A: Because Harper receives federal funding, we are obligated under the Americans with Disability Act to provide reasonable accommodations and to ensure access for students with documented disabilities. Be assured that we have a discussion with students about the expectations in the workplace and we do not support all of the accommodations requested unless we deem them to be reasonable.

Q: Does an electronic notification take away the responsibility of students communicating with faculty since they request the accommodations electronically?

A: We encourage students to make contact with you to introduce themselves and speak with you personally about their accommodation needs. In particular, we encourage a discussion about unique accommodation needs, such as flexibility in attendance, ability to step out of class due to a medical condition, etc. We instruct the students that these unique accommodations must be discussed and arrangements should be made with the instructor on when and how to make up any missed material. In addition, we inform them that there are some requirements for state licensure that cannot accommodate missed time.

Q: What if I suspect that a student might have a disability and might benefit from receiving ADS services?

A: Please encourage the student to consider applying for ADS services by going to www.harpercollege.edu/ads and click on "Apply for ADS services".

Q: There is a deaf/hard of hearing student in my class and I plan to use a YouTube video or DVD. Where do I fill out a request to have the video captioned?

A: Please check and verify if the video or DVD is closed captioned or not. YouTube automated captioning is inaccurate and should not be used. If you plan to use a DVD that is not closed captioned, please contact Harper Library (x6184) to see if they have a video with closed captioning or English subtitles. If the Library does not have a copy of a captioned DVD or VHS, or YouTube does not have captioning, please submit a captioning request by going to www.harpercollege.edu/ads and click on "Request Interpreting or Captioning Services".