

# ACCESS & DISABILITY SERVICES (ADS) FACULTY FAQ'S

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

A: Access and Disability Services (ADS) uses an online Disability Service Management (AIM) that sends the student's accommodations to you in an email. As a college, we are obligated to provide the legally mandated accommodations. You are required to comply with facilitating the accommodations listed.

**Q: How does a student get accommodations?**

A: The student applies for services by filling out an application on our web site "Getting Started" link <http://www.harpercollege.edu/ads> and making an appointment with an ADS counselor/specialist. At the intake appointment, the ADS counselor/specialist will do a personal interview with the student, review any documentation, and work with the student on creating an accommodation plan. The student will learn about the process of requesting the accommodations and how to work with the professors in implementing the accommodations.

**Q: How will I accommodate extended time for exams and quizzes in ADS or the Testing Center?**

A: You will receive an e-mail with the student's accommodation plan. Included in the e-mail is the link to complete the Alternative Testing Contract. Click on the link and answer all of the questions on the Alternative Testing Contract and submit. Students will schedule their test requests through AIM for each exam/quiz.

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

A: ADS take the security of your exams very seriously. We follow the same guidelines as the testing center and students are video monitored.

**Q: I received an email requesting that I make an announcement to recruit a note taker.**

A: Please assist us in reading the request and encourage students to go to ADS web site and apply to become a notetaker. If you already provide guided notes or are willing to provide your notes, please let our accommodations assistants in ADS know or email the ADS alias.

**Q: Why should we provide all of these accommodations?**

A: Because Harper receives federal funding, Harper College is obligated under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act to provide reasonable accommodations and to ensure access for students with disabilities. The Access and Disability Services Office reviews accommodations to make sure they meet the functional limitations of the student. Please feel free to contact ADS if you have concerns about the accommodation altering the fundamental requirements of the course.

**Q: What does extended due dates for assignments due to medical condition mean?**

A: Generally students are expected to follow established classroom assignment due date policies. However, some disabilities are episodic in nature and as a result a student may have a disability related reason for being late on an assignment. When it comes to accommodations involving extensions, your legal obligation is to work with the student and the student's ADS specialist in a good faith effort to determine a reasonable amount of time and set

a new deadline. However, accommodations are not reasonable if they constitute a fundamental alteration of an essential element of the program. If you believe that a request for an extension fundamentally alters an essential element of your course, you should contact ADS immediately.

**Q: A student has let me know that he intends to record my lectures and can do this as an accommodation. Can I forbid this?**

A: No, not if it has been approved as an accommodation for the student's disability to provide meaningful access to the educational experience. The recording of lectures is one of the accommodations specifically mentioned in Section 504 of the Rehabilitation Act of 1973. The issue of copyright as a concern is referenced here <http://www2.ed.gov/about/offices/list/ocr/docs/auxaids.html> . The student has already communicated with the ADS counselor/specialist and understands they cannot share the recorded lecture with anyone else or upload the recorded lecture on the Internet.

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

A: We encourage student 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 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. Instructors can help keep the lines of communication open by encouraging students to come see them during office hours with any learning concerns.

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

A: We encourage you to tell all of your students about the services provided by Access and Disability Services Office. Students can applying for ADS services by going to our website 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 captioned DVD or VHS or YouTube does not have captioning, please submit a captioning request by going to [www.harpercollege.edu/ads](http://www.harpercollege.edu/ads) and click on "[Request interpreting or captioning services](#)".

**Q: My course is on-line; do I need to be concerned about accommodations?**

A: It is the responsibility of Harper College to make sure their courses are accessible. If you are concerned about your materials being accessible, please contact ADS Office and the Academy to work on how to create accessible materials.