

## **Procedures for Students and Applicants Seeking Accommodations**

### **For Students**

#### **How do I arrange academic accommodations?**

1. Submit documentation of a disability to the office via fax, email, or in-person delivery. For guidance on the documentation required, review the Documentation Guidelines <http://www.drake.edu/disabilityservices/currentstudents/>
2. The submitted documentation is reviewed by a Disability Coordinator. You will receive an email to your Drake e-mail inbox instructing you to schedule an intake appointment with your assigned coordinator.
3. Schedule and attend the intake appointment with your coordinator. During the intake appointment, you and your coordinator will discuss the following;
  1. The documentation you submitted
  2. Barriers you experience in your academics
  3. Reasonable accommodations that will work best for you, and how to set up those accommodations.
4. Once accommodations are approved, you must meet with your instructors and obtain the required signatures on the Student Academic Accommodation Request Form. The accommodation is not in place until this step is completed.
5. Please return the white copy to the Student Disability office in Room 107, Old Main. Each semester, this process must be repeated in order to receive accommodations.

#### **What are my responsibilities as a student with a disability?**

1. To self-identify their disability and provide professional documentation of the disability.
2. To consult with a coordinator at the Student Disability Services(SDS) to discuss appropriate accommodations.
3. To consult with instructors at the beginning of each semester to discuss accommodation needs and secure signatures on accommodation request forms.
4. To consult with professors at least 72 business hours in advance to make arrangements for any exam or other needed modification.
5. To adequately meet requirements of chosen program/course of study.
6. To allow at least two weeks when requesting accommodations such as interpreters, CART services and alternate format from SDS.
7. To request books or materials needed in an alternate format at least two weeks prior to the start of the semester from SDS.
8. To notify the SDS and/or course instructor if requested accommodations are not being provided or are not effective.
9. To abide by the University code of conduct regarding matters such as academic honesty and behavior.

## **For Faculty and Staff**

### **Procedures for Instructors Regarding Academic Requests**

At times you will be asked to provide or arrange for academic accommodations for a student in your class who has a documented disability and is registered with the Office of Student Disability Services. The accommodation request(s) listed on the Student Academic Accommodation Request form has (have) been determined to be appropriate in a meeting between the student and their Student Disability Services Coordinator. The procedure for processing these requests is as follows:

1. Review the form with the student and discuss the specifics of each accommodation request. Be sure to ask any questions and express any concerns at that time so as to ensure mutual understanding and to establish a good working relationship.
2. If you agree to provide or arrange for the accommodations as requested, sign the form and...
  1. Retain the yellow copy for your records.
  2. Give the white copy to the student for their records.
3. If you have questions or concerns that the student is unable to answer, you are encouraged to contact the Office of Student Disability Services for consultation or clarification. In order to expedite the process and avoid delay in the provision of reasonable accommodations to the student, this contact must be made within 48 business hours of the initial meeting with the student.
4. If you are concerned that any of the requests may fundamentally alter your course requirements or otherwise compromise the integrity of your course, you may discuss alternative solutions with the student. If you are unable to come to an agreement, contact the Office of Student Disability Services to discuss adequate solutions for the situation.
5. If an agreement cannot be reached either student or faculty member may use the Grievance Process to obtain a final decision and recommendation for action.

As you know, the University is legally required to provide reasonable accommodations to students with disabilities, and the accommodations must be made on a case-by-case basis. Thank you for your assistance in this process.

### **Faculty and Staff Responsibilities**

1. To provide students with disabilities full and equal access to participate in Drake's programs and activities.
2. To make sure students with disabilities who are requesting accommodations are aware of services available from the SDS.
3. To cooperate with the qualified student and SDS in providing authorized accommodations in a fair and timely manner.
4. To provide authorized accommodations as long as the accommodation does not alter the fundamental nature of the course or program.
5. To contact the student or SDS with questions or problems regarding requested accommodations.

6. To be informed of the academic and programmatic standards established by the department and to make these available in written and alternative format.
7. To provide department and course materials in alternate format (large print, provide content electronically via email) when requested.

\* In accordance with the ADA, faculty do not have the right to question whether a disability exists or examine a student's disability documentation when the disability has been adequately documented and is on file with SDS. The signature of SDS personnel on the accommodation request form will act as assurance that the student has provided adequate documentation of the disability and requested accommodations.

### **Recruiting Supplemental Note Takers**

Occasionally, you will be asked to arrange for supplemental notes for a student in your class who has a documented disability and is registered with the Office of Student Disabilities Services. The most efficient way to provide notes is to recruit a supplemental note taker through an in-class announcement. Please follow these guidelines when making these arrangements.

1. During the first class period, announce to the class that a supplemental note taker is needed for a student with a disability. Due to confidentiality, it is imperative that you do not mention the student's name.
2. After class, gather email addresses of the volunteers and give the information to the student with a disability. The student with a disability is then responsible for contacting the volunteer to arrange for an exchange of notes. (If there are no volunteers, please contact the Office of Student Disability Services for assistance.)
3. If any problems arise or no one volunteers, direct the student and volunteer to contact the Office of Student Disability Services at 271-1835.

### **Examples of Possible Announcements**

"There is a student in this class who is in need of supplemental notes. If you are interested in volunteering, please see me at the front (back) of the room directly after class. Special carbonless paper is available to you if you are interested. Thank you for your assistance."

If no one volunteers:

"During the last class period I announced that we are in need of a volunteer note taker. Once again, I ask that you see me after class if you are interested in volunteering. Thank you again."

### **Documentation Guidelines**

For documentation guidelines, refer to Disabilities Services webpage <http://www.drake.edu/disabilityservices/currentstudents/>.