

# Faculty Guide to Accommodations Access & Success (A & S)

Accommodation	Explanation	Faculty Responsibility	What we Tell Students	Additional Information
<b>1.5 or 2.0 Time Extension for Tests/Quizzes</b>	Students with disabilities may require additional time for taking exams and quizzes.	Instructors coordinate all testing accommodations	Students need to follow up with professors to confirm they've received accommodations from A & S and are set up to receive additional time.	<a href="#">Test and Survey Options</a>
<b>Distraction Reduced Testing Space</b>	Students with disabilities may need a distraction reduced testing space to avoid any potential distractions.	Instructors coordinate all testing accommodations	Students need to follow up with professors to confirm they've received accommodations from A & S and have a distraction reduced testing space in place.	If you're unable to find a distraction reduced testing space, please reach out to A & S for support.
<b>Supplemental Notes</b>	Student may need a peer supplemental notetaker to help with any information they may miss due to a disability.	The instructor announces during the first class period that a volunteer is needed to take notes for a student.	These notes are supplemental and should be used as a back-up to their own notes. Because the notetakers are peers, notes may not be perfect and you may miss receiving notes when a student is absent.	<a href="#">Recruiting Supplemental Note Takers</a>
<b>Flexible Attendance</b>	Student has a medical condition which may affect attendance.	Please review the Flexibility with Attendance Guidelines with the student so you're on the same page with expectations.	Students must follow up with each of their professors and review the Flexibility with Attendance Guidelines.	<a href="#">Flexibility with Attendance Guidelines</a>
<b>Copy of Notes/ Powerpoints Ahead of Time</b>	It is helpful for students with certain disabilities to receive a copy of notes/ Powerpoints ahead of time to improve in class learning.	If you have prepared notes/ Powerpoints, please share them with the student prior to class. You're not required to create these items if you don't already have them.	Students are made aware they will only receive notes/powerpoints if a professor already has these items created.	Powerpoints don't need to be shared directly with the student if they are already posted in Blackboard (or elsewhere) for all students.
<b>Reader/ Scribe for Exams</b>	Some students may require additional assistance with exams.	Send a digital version of the exam or drop off a paper copy with Access & Success staff.	Students need to set up times to take exams in Access & Success at the beginning of the semester or 1 week in advance if the schedule is unknown.	

<b>Use of Interpreter/ CART (Communication Access Realtime Translation) Services</b>	A&S coordinates interpreter services and captioning services for students who are deaf or hard of hearing.	Faculty may need to assist students by opening a zoom link for CART services and potentially using a microphone.	Students need to keep their faculty and A & S informed if any troubleshooting needs to take place.	Access & Success has technology tools available if needed to ensure student success.
<b>Ability to Record Lectures</b>	A student may need to record lectures so they can revisit material to enhance their learning.	Responsibility is on the student	Students are responsible for recording classes, but they need to inform the faculty in advance.	If there is personal information being shared in class, a faculty member has the right to ask the student to not record during these times.
<b>Preferential Seating</b>	A student may request to sit in a specific place in the classroom (typically in the front) to aid in their academic success.	Please make sure to discuss with the student if they need any support from you to meet this request.	We inform students preferential seating is typically not a problem at the college level and they can typically sit wherever they want. We do ask that they try to arrive to class early.	
<b>May Need to Leave Class Suddenly</b>	A student may need to leave class due to a health issue. The student may just be taking a break or will need to leave for the remaining class period.	Please work with students when they reach out to let them know anything they may have missed.	We tell students they need to communicate with their faculty when this happens to find out what they missed.	
<b>Books in Adapted Format</b>	Students may need books offered in alternate formats - digital, audio, etc.	If a student requires books in an alternative format, A&S coordinates this.	We will check all of our resources, but different formats of books are not always available so they may need to purchase on their own.	BookShare.org is free for students and has many books available. You can also reach out to Laura Krossner <a href="mailto:laura.krossner@drake.edu">laura.krossner@drake.edu</a> in the library to inquire about availability.
<b>Larger Projects/Papers Broken down into Smaller Pieces</b>	A student may request support in breaking larger assignments into more manageable tasks.	It is helpful if you work with the student on how they may be able to break a project or paper down into smaller pieces.	Students are told to follow-up with their professors well in advance to see if they're able to help.	Access & Success staff are also available to assist students with general strategies that may be helpful.
<b>Other</b>	Accommodations are based on individual student needs	If questions arise as to responsibility, please contact A&S for clarification		

<b>Accommodations up to the Professors' Discretion</b>	A student may ask to receive an accommodation for something that is not an "official" accommodation required of faculty. The most common example is a student asking for flexibility with assignments.	Please work with the student as able if the accommodation does not interfere with the expectations of the course.	Students should follow up with faculty to get on the same page in terms of expectations and communication preferences. We tell students these are accommodations the professor has to be willing to grant.	Students do have documentation on file to support these requests, but they may not all be "reasonable" if they interfere with expectations of the course.  Please reach out to Access & Success with any questions.
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### ***Additional Accommodation Information:***

- [Frequently Asked Questions](#)
- <https://www.drake.edu/access-success/disability-services/currentstudents/>
- [Faculty and Staff rights](#)
- [Faculty and Staff responsibilities](#)

### ***Supporting Students with Accommodations***

In Access & Success, we connect with students who have completed disability documentation to receive accommodations. When accommodations are confirmed, the Access & Success team raises the accommodation notification flag in Starfish to alert instructors (students also receive a copy).. Additionally, students are expected to follow-up with instructors to discuss accommodations.

Faculty can view student accommodations by class in Starfish using the following steps:

1. Log in to Starfish (available in MyDrake)
2. Click on the hamburger icon (three lines in the upper left corner) and click on "Students"
3. Under connection you can sort by class or select "All My Students"
4. Select the current term
5. Disregard cohorts
6. Click the blue "Add Filters" button and select the following from the Tracking Items menu
  - a. Students with Tracking Items
  - b. Status = All
  - c. Tracking Type = Flag
  - d. Item Name = Accommodation Notification
7. Hit submit to generate a current list of student accommodations in your course

8. To view specific accommodations students are receiving:

- a. Click on the student name from your list of students
- b. Select the “Notes” tab on the left side of the screen
- c. Go to the flag comment “Accommodation Notification” and select the + button to see the specific accommodations the student is requesting. (Note: there will be some cleared flags with the accommodation notification which you can ignore)

### ***Accessibility Information:***

- Accessibility Best Practices for Faculty - Creating Accessible Content - Using Automatic Transcription Services  
<https://drake.teamdynamix.com/TDClient/2025/Portal/KB/?CategoryID=23346&SIDs=11286>
- [Change Accessibility settings on Mac - Apple Support](#)
- [Windows 11 Accessibility Features | Microsoft](#)

- [Innovative Accessible Android Phones & Devices](#)
- Apple - <https://www.apple.com/accessibility/>
- Microsoft - <https://www.microsoft.com/en-us/accessibility?rtc=1>
- Google - <https://www.google.com/accessibility/products-features/>
- Amazon - <https://www.amazon.com/b?ie=UTF8&node=14100715011>

### ***Additional Helpful Information:***

- [Technology Guide](#)
- <https://www.drake.edu/access-success/>

### ***What are the responsibilities of the student with a disability?***

Although it is an instructor's responsibility to create an accessible learning environment, generally a student is responsible for:

- Providing A&S with documentation of their disability
- Request specific accommodations that they need with A&S
- Completing a Student Academic Accommodation Request form EACH semester
- Discussing accommodations with their instructor to get on the same page in terms of expectations
- Completing course assignments and attending class
- Notifying A&S if accommodations are not being provided
- Communicating with their instructor if any concerns arise
- Adhering to the university's code of conduct

***For any questions, please contact Michelle Laughlin, Director of Access & Success, by phone (515) 271-1835 or email [Michelle.Laughlin@Drake.edu](mailto:Michelle.Laughlin@Drake.edu).***