

I. Definitions

1. What is a disability in a post-secondary setting according to the ADA?

An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such

15. Do I have to provide accommodations listed on the accommodation form if they do not fit with my philosophy or teaching style?

Yes, it is your legal obligation as a college employee and representative of our institution to provide reasonable accommodations for a student with a disability, even if it differs from your personal teaching style to ensure that the College remains in compliance with federal law

Testing and Exams

16. How can I schedule a student to take a test at the Center for Students with Disabilities?

Students schedule themselves for exams at CSD. Students presented with a Request for Exam in An Alternate Location Form by the student, the professor must forward the exam to CSD as far in advance of the exam date as possible, at least two business days

S U L R U W R D V W X G H Q W to faculty@ceds.org or by mail to CSD, Room 1011 Q W (e.g., test enlargement or conversion to braille).

CSD TESTING GUIDELINES

To help make the testing process run smoothly for all concerned, the CSD staff asks you to remind your students who plan to take their exams at the CSD office to make their appointment as soon as possible, preferably at least a week in advance. This will allow the Center for Students with Disabilities time to have the proper space and staff available to accommodate our students. An appointment should be on the same date and as close to the time as the class is taking the exam as possible. Please give students -3(eF

21. What if a student with a disability is failing?

All students must be held to the same academic standards required by the course. If a

During discussions, encourage and remind everyone not to talk over each other as the interpreter can only interpret for one person at a time and needs to identify the speaker

Materials

- x Please provide the Interpreter with any material that you hand out to the class
- x The Interpreter may request a desk copy of the text book. Please assist them in obtaining one
- x When audio/visual materials will be used please make sure they are captioned. If they are not, please find a way to obtain a captioned version either through a library or procuring a new version**Please, always request a captioned version when ordering DVDs.
- x If you do show any audio/visual materials, please ensure that there is sufficient light for the Interpreter to be seen
- x Request auditor access to the Blackboard section for the Interpreter.

Accommodations

- x Notes ²If at all possible please provide a copy of your notes to the student. If this is not possible, the student may request that you ask for a volunteer from the class to take notes.
- x The student can provide a carbonless notebook for that purpose. Copies of the notes can also be made.
- x Extra Time for tests (time and a half).

Interpreters

- x Be aware that depending on the complexity, length of time or unique needs of the person being served there might be a team of 2 Interpreters in the room.
- x If you have any questions or concerns with or regarding the Interpreter, please speak with them directly prior or after the class/meeting. If that is not met with satisfaction, please contact Sharon Grossman 5535
- x If you are emailing your class with any information please include the Interpreters
- x If you have a double class please allow for a break between the classes to enable the Interpreter to have a break as the process is physically demanding

Notetaking

24. If a student has note-taking accommodations, do I have to give them notes when they are absent?

No, you do not have to give notes to a student with note-taking accommodations who is absent.

25. How does an instructor accommodate the need for a scribe or reader?

These accommodations are usually handled by and at CSD, although the professor may choose to scribe or read an exam for a student.

Personal Car Attendants and Service Animals

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