

THE ACCOMMODATION PROCESS: STUDENT RESPONSIBILITIES

THE APPLICATION PROCESS

Students seeking support services from Disability Support Services (DSS) on the basis of a diagnosed disability need to meet with DSS staff to determine eligibility under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the ADA Amendments Act of 2009. Complete documentation guidelines are available at www.unco.edu/dss. All documentation submitted is confidential. It is recommended to set up an appointment with a staff member to ensure that the student's needs and concerns are addressed and that someone will be available to meet with them during their time on campus.

FACULTY NOTIFICATION

Students registered with DSS must request their Accommodation Letters each semester. Students then provide their instructors with an Accommodation Letter from DSS, outlining the academic accommodations for which they have been approved. It is the student's responsibility to deliver this letter and discuss their accommodation needs with their instructor. The instructor is not required to provide any accommodations in their classroom unless they receive an accommodation letter from the student.

The accommodations should be put in place as soon as the professor receives the accommodation letter regardless of the point in time during the semester. Although it is recommended to students to give the accommodation letter to professors at the beginning of each semester, letters may be given to a professor at any point during the semester as there is no time limit or requirement as to when a student can provide their professor with a letter.

THE ACCOMMODATION PROCESS: STUDENT RESPONSIBILITIES

TESTING PROCEDURES

The student is to comply with DSS test procedures as outlined in the test procedures form. Should the student have any questions, they will need to call our office to talk to a staff member.

If the student elects to take the exam at the DSS office, the student is required to provide the professor the Test Authorization Form (Blue Sheet) at least 3-4 days prior to an exam . If one wishes to have the Test Authorization Form more than 3-4 days prior to an exam, the faculty member should discuss this with the student. The student must also provide ample notice to DSS in order to have the accommodations in place during the time of their exam.

The student must schedule the test with DSS at the same time (or overlapping) the class is scheduled to take the exam. If the student cannot take the exam at the same time without conflicting with other classes (because of the extended time allowed), the student must get an alternate testing time approved by the professor prior to exam day. If the professor does not approve an alternate time and the student proceeds to schedule the exam at a time other than the original class time, the student will not be allowed to proceed with taking the exam until notice from the professor.

OTHER DSS SERVICES

Once registered to receive services from DSS, each semester the student is also responsible for:

- Requesting course materials in alternative format, ASL Interpreters, and note taker services as applicable and notifying our office if services are not being provided when appropriate.
- Monitoring his/her own academic progress
- If using DSS testing accommodation, comply with test procedures and Student's Rights and Responsibilities
- Maintaining contact with DSS staff member

THE ACCOMMODATION PROCESS: THE ACCOMMODATION LETTER

Any student requesting accommodations in the classroom setting **must** provide the professor or TA with an accommodation letter. This letter provides information regarding the accommodations the student is eligible for based on the documentation they submit to DSS. DSS has reviewed all documentation and support the provision of the accommodations listed on the letter for use in the classroom setting. The University of Northern Colorado has a legal obligation to provide the accommodations listed.

The professor has the right to review accommodations with the student and discuss how the accommodations will be provided in their individual classroom. Students and professors are encouraged to discuss the accommodations in advance so that accommodations may be in place at the beginning of the semester. The professor may not ask about the specific disability or why they are working with Disability Support Services for any reason.

Temporary accommodations may be provided to a student for a period of one semester. Temporary accommodations are granted in cases where updated documentation may be necessary and for acute injuries such as a broken arm, surgery, etc where accommodations are necessary in the classroom.

If a professor or TA is unsure of how to provide an accommodation listed, please contact our office. DSS can assist to ensure the student is receiving their accommodations in a timely and appropriate manner. If a student requests an accommodation that is not listed on their accommodation letter, please contact our office at 970-351-2289 and talk to a staff member.

When reviewing the accommodation letter received from a student, please make sure it has the following features:

1. A current date (within the current academic year)
2. A signature from Ann Murphy, Director of DSS
3. If it is a temporary accommodation letter, please make sure that the current semester is listed. If the letter is from a previous semester, please direct the student to DSS.

THE ACCOMMODATION PROCESS: THE ACCOMMODATION LETTER

UNIVERSITY of NORTHERN COLORADO



Disability Support Services

Confidential Accommodation Form

Name: Student Name Here **Bear #** XXX-XXX-XXX **Date:** August 1, 2011

Students with disabilities are eligible for appropriate services stipulated under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Disability Support Services has received all necessary documentation that substantiates the student's need for academic accommodations.

Providing equal access to students with disabilities necessitates the partnership among the student, the instructor, and Disability Support Services. Once contacted by the student, the following accommodations would be appropriate and helpful for the student to demonstrate his/her abilities, rather than measuring the disability.

- Test accommodations for class and labs, including extended time, quiet setting, and use of computer. Extended time applies to online courses as well. Submit test/quiz to DSS **at least one day prior to test date** to allow time for test preparation.
- Assistance in obtaining a **volunteer** note-taker in the classroom, if requested. (Carbonless paper is available at the DSS for note-taking, or notes can be copied at the DSS.) **Please do not single out the student who needs the notes** when requesting a note-taker from the class.

Your cooperation in providing equal educational opportunities for students with disabilities is critical and greatly valued. Please call me if you have any questions.

Sincerely,

Ann Murphy, Director
Disability Support Services

Confidential

The information is provided by Disability Support Services for the purpose of educational planning. We appreciate the respect for the student's confidentiality and your understanding that state and federal laws prohibit the release of this information to any other person or agency or for use in any manner for any other purpose.