

**ALL PROGRAMS OF
POSTSECONDARY
INSTITUTIONS,
INCLUDING
EXTRACURRICULAR
ACTIVITIES,
MUST BE ACCESSIBLE
TO STUDENTS WITH
DISABILITIES**

RESOURCES:

IOWA DEPARTMENT OF EDUCATION

Phone: 515-326-5350

Website: <https://www.educateiowa.gov/section-504>

IOWA DEPARTMENT FOR THE BLIND

Phone: 515-281-1333;
800-362-2587

Website: <http://www.blind.state.ia.us/>

IOWA VOCATIONAL REHABILITATION SERVICES

Phone: 515-281-4211;
800-532-1486 (v/tty)

Website: <http://www.ivrs.iowa.gov/>

JOB ACCOMMODATION NETWORK

Phone: 800-526-7234 (v);
800-781-4403 (tty)

Website: <https://askjan.org>

GREAT PLAINS ADA CENTER

Phone: 573-882-3600 (v/tty)

Website: <http://www.gpadacenter.org/>

ADA NATIONAL NETWORK

Website: <https://adata.org/>

Assisting Students with Disabilities

RESPONSIBILITIES AS AN INSTRUCTOR:

IF A STUDENT REQUESTS AN ACCOMMODATION

- Provide the most effective accommodation possible.
- Ensure all materials and teaching methods are accessible to students with a disability.
- **Ensure an equal opportunity classroom for all students.**

Additional accommodations for auxiliary aids, your classroom and more can be found on Page 3-4.

RESPONSIBILITIES AS A STUDENT:

- **Identify yourself as a student with a disability to the Disability Services Office.**
- Request accommodations with the college's **Disability Coordinator**
- Inform your instructors of your disability and any necessary accommodations that will help you succeed.

FAQ: RESPONSIBILITIES FOR STUDENTS SEEKING ACCOMMODATIONS provides additional responsibilities and frequently asked questions.

WHY ARE THESE MY RESPONSIBILITIES?

“By law, **BOTH** public and private colleges and universities must provide equal access to postsecondary education for students with disabilities”

Title II of ADA covers publicly-funded universities, community colleges and vocational schools.

Sec. 504 of the Rehabilitation Act covers any federally funded school.

(2016, <https://adata.org/faq/what-are-public-or-private-college-university-responsibilities-students-disabilities>)



Client Assistance Program

FAQ: RESPONSIBILITIES FOR ACCOMMODATIONS

ENSURING MATERIALS & TEACHING METHODS ARE ACCESSIBLE

- Provide any lecture materials or presentations ahead of time so the student has adequate time to transfer them into their accommodated format.
- Rearrange classroom to accommodate students with a disability who may have service animals, use a wheelchair, have a screen reader, etc.
- Relocate class or change offered class sessions if your class is unavailable or inaccessible to students with a disability.

Additional accommodations for auxiliary aids, your classroom and more can be found on Page 3-4.

FREQUENTLY ASKED QUESTIONS BY INSTRUCTORS:

Q: DOES THE STUDENT NEED TO SHOW ME DOCUMENTATION?

A: Yes, if an accommodation is requested. The Disability Coordinator provides students with a form to give you. It includes what their accommodation is and how you can structure your class to best fit that student's request.

NOTE: Students have no obligation to inform a college that they have a disability; but, if the student wants the college to provide an academic adjustment, assign the student to accessible housing or other facilities, or is in need of other disability-related services, then the student must identify himself or herself as having a disability.

Q: WHO DO I ASK IF I HAVE QUESTIONS OR CONCERNS REGARDING A STUDENT'S ACCOMMODATIONS?

A: The college's **Disability Coordinator** is a resource for instructors, as well as students, if any questions regarding an accommodation requested in their classroom arises.

Q: ARE SERVICE ANIMALS ALLOWED IN MY CLASSROOM?

A: Yes. Service animals are permitted to go anywhere the handler is, including the classroom. By law, dogs and miniature horses constitute as service animals. Service animals do not need to be wearing a vest, and there is no paperwork that has to be given to you. However, service animals must be under control and non-disruptive to the overall classroom environment. If you have additional questions, contact the Disability Services Office at your college.

FAQ: RESPONSIBILITIES FOR ACCOMMODATIONS

COMMON ACADEMIC ADJUSTMENTS & REASONABLE ACCOMMODATIONS

Alternative Format Text:

- Braille
- DAISY
- KESI
- E-Text
- Audio Files
- Supported Alternate Text
- Large Print

Assistive Technology:

- **Software**
 - ◆ Dragon Naturally Speaking
 - ◆ JAWS
 - ◆ ZoomText
- **Hardware**
 - ◆ Enlarged Print Keyboards
 - ◆ Talking Calculators
 - ◆ Trackball Mice

Other Auxiliary Aids:

- Sign Language Interpreting Services
- Digital Formats

Coursework:

- Extra Time to Complete Course Load
- Course Substitution or Waiver
- Moderately Reduced Course Loads

Altered Testing Services:

- Extended Testing Time
- Provide Alternative Locations/Formats
- Allow Use of Assistive Technology

Classroom Modifications:

- Limited Leaves of Absence for Medical Treatment or Recovery
- Long-Term Leaves of Absence
- Reduced Participation/Attendance
- Preferential Seating
- Taping of Lectures
- Television Enlargers
- Relocation of Class
- **Note-Taking Assistance**
 - ◆ Electronic Copies of Presentation Materials Used in Class
 - ◆ Audio Recording of Lectures
 - ◆ Assistance from Volunteer Peer Note Taker
- Accessible Tutoring

Other:

- Registration Assistance
- Assistance with Financial Aid
- Priority Housing and Parking
- Reaching Device for Library Use
- Significant and Basic Library Materials Must be Made Accessible
 - ◆ Library Holdings Required for Course Work
- Accessible Physical Education Courses, Intercollegiate, Club or Intramural Athletics.
 - ◆ Specialized Gym Equipment

**POSTSECONDARY INSTITUTIONS
MUST CONSIDER EACH
ACCOMMODATION REQUEST ON A
CASE-BY-CASE BASIS**



FAQ: RESPONSIBILITIES FOR ACCOMMODATIONS

FOR STUDENTS WHO ARE DEAF, DEAF-BLIND OR HARD OF HEARING

- Exchange of Written Materials
- Interpreters
- Note-Takers
- Real-Time Computer Aided Transcription Services (CART)
- Assistive Listening Systems
- Accessible Electronic and Information Technology
- Open and Closed Captioning



FOR STUDENTS WHO HAVE A SPEECH DISABILITY



- Word or Letter Board
- Writing Materials
- Spelling to Communicate
- Qualified Sign Language Interpreter
- Portable Device that Writes and/or Produces Speech
- Telecommunication Services

FOR STUDENTS WHO ARE BLIND, DEAF-BLIND OR HAVE LOW VISION

- Qualified Readers
- Taped Texts
- Audio Recordings
- Braille Materials and Refreshable Braille Displays
 - ◆ Calculators
 - ◆ Printers
 - ◆ Typewriters
- Accessible E-Book Readers
- Screen Reader Software
- Magnification Software
- Optical Readers
- Secondary Auditory Programs (SAP)
- Large Print Materials

FAQ: RESPONSIBILITIES FOR ACCOMMODATIONS

FREQUENTLY ASKED QUESTIONS:

Q: WHO PAYS FOR AUXILIARY AIDS AND SERVICES?

A: Postsecondary schools receiving federal funding must provide effective auxiliary aids/services in a timely manner. They shall not require students to pay part or all of the costs of such aids/services, nor may students with disabilities be charged more for participating in programs or activities than their counter-peers who are not disabled.

Institutions remain ultimately responsible for providing necessary auxiliary aids and services and for any costs associated with providing such aids, services or utilizing outside sources.

Q: CAN A NON-DEGREE STUDENT RECEIVE AID AND SERVICES?

A: Yes, students with disabilities who are auditing classes or not working towards a degree must still be provided the same auxiliary aids and services as their degree seeking counterparts.

Q: WHO IS RESPONSIBLE FOR HELPING THE STUDENTS AND INSTRUCTORS COORDINATE AND ACCESS SAID ACCOMMODATIONS?

A: The college's **Disability Coordinator** is responsible for evaluating documentation, working with students to determine appropriate services, assisting students in arranging services or testing modifications, and dealing with problems and grievances as they arise. They are also a resource if instructors have any questions regarding an accommodation requested in their classroom.

Disability Coordinators are **not** required to directly provide educational services, tutoring or counseling, or help students plan and manage their time and schedules. These are the student's responsibility.

Further Questions?

Contact:

Client Assistance Program

800-652-4298



Client Assistance Program

FAQ: RESPONSIBILITIES FOR STUDENTS SEEKING ACCOMMODATIONS

HOW TO REQUEST ACADEMIC ADJUSTMENTS:

1. Know and follow your specific college's procedures.
2. Identify yourself as a person with a disability, and request accommodations with the **Disability Services Office as soon as possible**.
3. Gather requested documentation that shows that you have a disability, and **supports your overall need for an academic adjustment**.
 - Any cost acquired while obtaining documentation is your responsibility.
4. Request and identify the type of accommodations needed.
5. Work with the Disability Coordinator and your instructors to determine the best and most effective way to accommodate you.
6. Talk with instructors prior to class to inform them of your accommodations.
7. If an accommodation does not work for you, inform the **Disability Coordinator** as soon as possible.

FREQUENTLY ASKED QUESTIONS:

Q: WHAT IF THE COLLEGE DEEMS YOUR DOCUMENTATION INSUFFICIENT?

A: If the documentation provided does not meet the college's requirements, an official of the college should notify the student in a timely manner of what additional documentation is needed to prove their disability.

Q: WHO IS RESPONSIBLE FOR HELPING THE STUDENTS COORDINATE AND ACCESS SAID ACCOMMODATIONS?

A: The college's **Disability Coordinator** is responsible for evaluating students' documentation, working with students to determine appropriate services, assisting students in arranging services or testing modifications, and dealing with problems and grievances as they arise. Disability Coordinators are **not** required to directly provide educational services, tutoring or counseling, or help students plan and manage their time and schedules. These are the **student's responsibility**.

