



# DRC STUDENT GUIDE

Everything You Need to Know About Requesting and Using Accommodations

Pamela Farron, Coordinator  
Disability Resource Center

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Policy and

of the course; if there is an equally effective alternative accommodation; or whether the accommodation on your plan must be implemented as described.

In the unlikely event an accommodation cannot be agreed upon, the DRC will contact the ADA/504 Compliance Officer. During the time the adjudication is in process, your professor must allow the accommodation as recommended, until a solution is determined. The ADA/504 Compliance Officer will meet with the Disability Review Board (Dean of Student Affairs or designee, Vice President of Academic Affairs or designee, Dean of appropriate program or designee, Coordinator of the DRC) to determine appropriate action.

## Procedures for Specific Accommodations

### Scheduling On-Campus Accommodated Exams

If you have exams on campus and need to take them with accommodations, you will need to complete the [Online Exam Proctoring Form](#) at least one week in advance of your test date. This will ensure we have space and a proctor available. If you do not give us a week's notice, we may not be able to accommodate you.

Please understand, you are expected to schedule your exam for the same day and time your class is taking the exam, unless you have back to back classes, are taking an evening course or the DRC is unavailable. In such instances, you will be scheduled to take your exam as close to the class date and time, as possible.

### Scheduling Online Exams

If your exams are online and timed, you should ask the professor to extend your time limits based on your accommodations. Your professor(s) have the ability to do this through Moodle. Some professors need to be reminded prior to every exam, others do not. **You will need to ask your professor for their preference.**

### Obtaining Note-Taking Assistance

With the use of note-taking apps, assistive technology, digital voice recorders and learning management systems, most barriers with note-taking have been removed for students with disabilities. In the rare case where a student is not able to use or benefit from technology, we will work with you and your professor to identify a peer note-taker and make arrangements for how you will obtain them.

Once you have received at least one set of notes, you should meet with your professor during an office hour to evaluate the notes to see if they are meaningful and effective. The following elements should be considered:

- x Did the note-taker identify and write down at least four or five of the most important ideas that the lecture was built around?
- x Did he/she make connections among them? Include supporting details?
- x Did he/she leave space on the notes for a recall column – a space where you can fill in key words or phrases that will act as labels or tags for main ideas and key information covered in the notes?

If the note-taking arrangement is not working in a satisfactory manner, you must inform DRC as soon as possible, so that alternative arrangements can be made.

### Recording Lectures

If your accommodations include the use of a digital recorder, smartpen or another lecture recording device, it is critical you:

- a. Understand that the recorded material is only for your personal use in study and preparation related to the class;

- b. Understand that you may not publish or quote the lecture without the written consent of the lecturer/instructor;
- c. Agree to dispose of all recordings before or at the conclusion of the semester;
- d. Understand that instructors can inform the class that lectures are being recorded; and
- e. Understand that information in the recorded lecture may be protected by state and federal copyright law and understand that violations of this agreement may subject you to disciplinary action under the

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## Using Personal Care Attendant (PCA)

A personal care attendant (PCA) is a person who assists an individual with a disability with the activities of daily living. In the classroom, the PCA may monitor the student's adaptive equipment, serve as the student's voice when appropriate, or take notes for the student. The college recognizes that the role of the PCA is critical to the success of the student.

## Guidelines

To ensure that students with disabilities are recognized as independent class members, the following guidelines

Acting with advice from the Coordinator of DRC and the appropriate department dean, the Vice President of Academic Affairs shall determine the need for the modification or substitution of course work. In such cases the following conditions must apply:

- x You must be otherwise qualified to complete the program with, or without, accommodations.
- x Modifications or substitutions are only granted if the college determines they are not essential to the program of study, or to particular degree requirement; and only after you have made a good faith effort to complete the course with accommodations.

This policy does not obligate the college to modify or waive other academic requirements including, but not limited to, the college's right to require appropriate substitutions for modifications made.

## Procedures

The following procedures must be completed for a course substitution to be considered:

1. The student completes a **Request for Course Substitution** form based on his/her disability.
  2. The student submits the form to the DRC coordinator, along with a copy of his/her disability documentation, if not already on file.
  3. The DRC coordinator interviews the student and explores all possible course accommodations before a course substitution is considered.
  4. When the documentation is in place, the DRC coordinator evaluates the specificity of the documentation, as it relates to the request.
  5. The DRC coordinator makes a determination and, if appropriate, recommends a course substitution.
  6. The DRC coordinator meets with the appropriate Assistant Dean to discuss the course substitution. At this time, the Assistant Dean may make suggestions of appropriate alternative courses, or deny the request because the request would require a substantial change in an essential element of the curriculum.
  7. The Assistant Dean and Dean of Academic Affairs review the decisions, consult with the DRC coordinator, and reach a mutually agreeable recommendation. The decision is recorded on the **Course Substitution** form.
  8. The DRC coordinator meets with the student and the two of them sign the **Course Substitution** form. One copy is given to the student
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documentation to support a request for occasional absences during the interactive process. This may include but is not limited to, flexibility with assignment due dates, alternate assignments and/or make-up quizzes and exams. Students will not incur a grading penalty due to disability-related absences. Students are advised of the following:

- x Students are responsible for completing all