

**Services for Students
with Disabilities**

Faculty Manual



Services for Students
with Disabilities
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SERVICES FOR STUDENTS WITH DISABILITIES

JCU is committed to providing opportunities for education, training and activities to persons with disabilities. The integration of people with disabilities into the mainstream of university life requires the cooperative efforts of each academic college, administrative office, and all campus personnel.

Any student who has a documented condition that impedes or interferes with optimal learning and functioning can request coordination of appropriate academic support services. Services for Students with Disabilities collaborates with students, faculty, and staff to ensure appropriate services are provided to students registered with our office.

We provide:

- Academic accommodations
- Encouragement and other assistance to enhance student in dependence & self-advocacy
- Educational efforts to create a supportive environment for students with disabilities

We are located in the Administration Building, Room A7. Our office is open 8:30 am -5:00 pm Monday through Friday. You may also call us at (216) 397-4967. Additional information on services provided or documentation requirements you may also visit our website:

The following information is provided in an attempt to help our faculty and staff better understand the process and implementation of accommodations for students with disabilities.

The institution and its representatives have the responsibility to:

Discuss with the SSD Director any concerns related to the accommodations or arrangements that have been requested by the student.

Determine the conditions under which exams are to be administered (e.g., open book, use of notes, spell check, etc.).

Assure the timely delivery of exams to the Disability Support services office, along with all necessary instructions and materials for proper administration, if a student's exam is to be administered outside the class.

Assure confidentiality of information regarding a student with disabilities.



INSTITUTIONAL RIGHTS AND RESPONSIBILITIES

The institution and its representatives have the right to:

Maintain the University's academic standards.

Request current documentation from a student completed by an appropriate professional source to verify the need for reasonable accommodations, academic adjustments, and/or auxiliary aids.

Discuss a student's need for reasonable accommodations, academic adjustments, and/or auxiliary aids with the professional source of his/her documentation having obtained the student's signed consent authorizing such discussion.

Select the most effective and appropriate accommodations, adjustments, and/or auxiliary aids in consultation with students and faculty.

Deny a request for accommodations, academic adjustments, and/or auxiliary aids if the documentation does not identify a specific disability, the documentation fails to verify the need for the requested services, or the documentation is not provided in a timely manner.

Refuse to provide accommodation, adjustment, and/or auxiliary aid that is inappropriate or unreasonable including any that:

- pose a direct threat to the health and safety of others;
- constitute a substantial change or alteration to an essential element of a course or program; or
- pose an undue financial or administrative burden on the University.

HOW STUDENTS REGISTER WITH SSD

Any student who has a documented disability that significantly impedes or interferes with learning and functioning can request appropriate accommodations by identifying his/her specific needs.

STEPS:

1. Apply and be accepted for admission at JCU. Students go through standard admission procedures. Admissions standards are NOT lowered for disability students-they must meet the same strict criteria for admission as other students.
2. Complete an application for SSD eligibility and return it along with documentation following SSD written guidelines.
3. Once all paperwork is received, the file will be reviewed by the SSD Director and other staff for eligibility according to the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act.
 - a. New students are encouraged to apply for services at least 30 days prior to the semester in which they desire accommodations to allow the SSD office to process, review, and contact the student.
 - b. If additional information is needed, the process might take longer.
4. The Director will determine which, if any, accommodations may be made and will have the secretary schedule an appointment with the student to discuss his or her situation.

A student is considered registered with SSD when they have completed all application paperwork, disability documentation, and an approved appointment with the SSD Director

ACCOMMODATIONS

Students may be awarded accommodations for their disabilities in order to “level the playing field”. Accommodations do not give students an unfair advantage; instead they are designed to directly combat those disabilities which put them at a disadvantage to other students.

The following are common accommodations for students at JCU:

- Extended time (time and a half or double time)
- Use of a note-taker
- Use of a tape recorder
- An interpreter for the hearing impaired
- Alternate formats for tests/books/etc. (Braille, Books on Tape)
- Use of a calculator
- Reduced distraction environment for exams.
- Special desks, equipment for physically disabled students

WHAT IF THE ACCOMMODATION INTERFERES WITH THE ACADEMIC RIGOR/INTEGRITY OF THE CLASS?

If you feel that a set accommodation is unreasonable given the specific requirements of the class or the delivery of class material you should contact the SSD coordinator to discuss alternative options.

WHAT IF A SSD REGISTERED STUDENT DOESN'T SHOW UP FOR CLASS?

If a SSD registered student fails to attend class on a regular basis and violates the attendance policy of the class, that student should be treated like any other student and should receive the same disciplinary or academic sanctions as stated per the syllabus.

WHAT IF A SSD REGISTERED STUDENT IS FAILING MY CLASS?

SSD registered students are given accommodations which are designed to level the playing field or make their access to the course equal to everyone else, success in the class is totally up to them. Since the accommodations make them equal they should be treated like any other student that is failing. Care and consideration of all students is suggested and referrals to tutoring services on campus can some times prove helpful, however SSD registered students have the right to fail a class-just like everyone else.

WHAT IF THE STUDENT REQUIRES A NOTE-TAKER?

Students requiring a note-taker should present the LOA to the instructor.

The instructor should then ask for a volunteer from the class.

The instructor should communicate with the student regarding confidentiality requests.

Once a student volunteer has been identified the instructor can request carbon paper from the SSD office.

Carbon paper can be delivered in person or via inter-office mail.

The instructor should give the volunteer the carbon paper to use for taking notes.

At the end of class the volunteer simply pulls off the yellow sheets and gives them to SSD or the student

Students who type their notes CAN be volunteers-they should simply send an electronic copy of their notes to SSD or email them to the student.

HOW CAN I ASSIST STUDENTS IN MY CLASSROOM WHO ARE IDENTIFIED AS HAVING A DISABILITY?

Encourage students to meet with you privately to discuss their accommodations vs. simply handing you their LOA's

Provide students with a clear, detailed plan regarding the implementation of their accommodations.

Provide all students with a detailed syllabus regarding class expectations.

Make syllabus and class notes (unless it compromises course integrity) available on WEB CT.

Present material (especially difficult concepts) in several different modalities: e.g. visual, auditory, tactile, and use charts/graphs to simplify concepts whenever possible.

Conduct review sessions or extended office hours before exams.

Allow different methods of demonstrating mastery of information not just exams (papers, presentations, oral exams, multiple choice and essays).

Encourage students to seek additional campus support services such as the tutoring center, the ARC, the counseling center, and student support groups.