

## **Disability Services: DS, Student, and Instructor Responsibilities and Expectations**

### **Student:**

Self-identify to Disability Services and provide professional documentation of the disability.

Consult with Disability Services to determine specific accommodations.

Communicate with his or her instructors at the beginning of each semester to discuss arrangements for accommodations in each course.

Maintain the same responsibility for their education as non-disabled students.

### **Instructor:**

Cooperate with Disability Services personnel in providing authorized accommodation and support services, in a fair and timely manner.

Consult with Disability Services regarding questions, concerns about accommodations.

Refer students to Disability Services if they request accommodations from the instructor and no letter has been received.

Maintain confidentiality of students' disability information.

### **Disability Services:**

Facilitate our institutional commitment to students with disabilities.

Protect student with disabilities from discrimination and assure them reasonable accommodations.

Review documentation and work with students to assess their classroom needs.

Work with instructors and students to ensure the best match between the student's needs and classroom requirements.

### **Test/Quiz Accommodations:**

*Extended time:* Student lets instructor know they would like to use their extended time accommodation for the test. The student will schedule time with Testing Services or Disability Services to take test.

Instructor will deliver test to the appropriate office with the Proctoring Form.

*Low distraction/individual room:* Student lets instructor know they would like to use their low distraction/individual room accommodation. The student will schedule time with Testing Services to take test. Instructor will send test to Testing Services with the Proctoring Form.

*Tests read aloud:* Student lets instructor know they will be taking their test in the Disability Services office. The student will schedule their test with Disability Services. Instructor will send test to Disability Services with the Proctoring Form.

*Brailed test materials:* Student schedules test with Disability Services. Disability Services will contact the instructor to let them know the student needs the test in braille. Instructor will send Disability Services the test in a Word document electronically with the Proctoring Form.

#### General Accommodations:

*Assistive technology:* The types of assistive technology used in Kishwaukee College Disability Services: Glean; Kurzweil; CCTV; ZoomText; JAWS; Braille OneNote; Magnifier; telescope. The student should communicate with their instructor to let them know they are using assistive technology in class.

*Volunteer notetaker:* Student lets Disability Services know they need a notetaker for their class by alerting the Disability Services. Disability Services will communicate with the instructor and find a designated notetaker for the course.

*Copy of notes/PPs when feasible:* Student will reach out to the instructor to let them know they need a copy of notes or PPs for the course. If the notes/PPs are on D2L, the instructor does not need to send them.

*Audiorecord lectures:* Student fills out Permission to Record a Class/Lecture Presentation Form in Disability Services. The student will let their instructor know that they will be using their audiorecord lectures accommodation.

*Use of laptop/technology:* Student should communicate with their instructor that they would like to use this accommodation so the instructor knows the student will be using a laptop/technology in class.

*Electronic Textbooks/accessible text materials:* Disability Services handles getting student's electronic textbooks.

*In-class assistant for material handling:* Student will let Disability Services know if they need an in-class assistant for a course. Disability Services will find a designated in-class assistant for the student. Disability Services will let the instructor know that the student will have an in-class assistant.

*Sign Language Interpreter:* Student lets Disability Services know that they will need an interpreter for the course. Disability Services assigns an interpreter for the student. Disability Services lets the instructor know that the student will be using an interpreter in their class. If an instructor is cancelling a class or making changes to course schedule, Disability Services needs to know 24 hours in advance if possible. If the student will be missing class, the student needs to let Disability Services know 24 hours in advance.

*Real-time captionist:* Student lets Disability Services know that they will need a captionist for the course. Disability Services assigns a captionist for the student. Disability Services lets the instructor know that the student will be using real-time captioning in their class. If an instructor is cancelling a class or making changes to course schedule, Disability Services needs to know 24 hours in advance if possible. If the student will be missing class, the student needs to let Disability Services know 24 hours in advance.

*Closed Captioning/subtitles on course videos/DVDs:* Instructor lets Disability Services know that they will be showing a video(s) in class that needs to be captioned. Instructor sends video(s) to Disability Services so they can add or check captions. The video should be sent a few weeks prior to the date the video will be shown.

*Use of service animal:* Student lets Disability Services know that they will have a service animal on campus. Student is given the Service Animal Handler Guidelines document. Disability Services will let the instructor know if a student is eligible to have a service animal in their class.

*Allow PCA/Assistant in class:* Student lets Disability Services know that they will have a PCA/Assistant in the course. Disability Services will contact instructor to let them know.

*Attendance Flexibility and Assignment Adjustment:* Disability Services contacts instructor to propose a plan for this accommodation. Instructor collaborates with Disability Services if plan needs amending.

*Additional time to complete in-class assignments:* Student takes in-class assignment home with them if needed. Student needs to communicate this with their instructor, so student knows when assignment is due.

*Early syllabus/assignments:* Student communicated with instructor that they would like to have this accommodation. Instructor sends student syllabus/assignments to student.