Accommodations Process for Students with Disabilities

The accommodations process is an interactive partnership between students, faculty and the Disability Services Program (DSP) staff. Ultimately it is the student’s responsibility to both request accommodations and to let DSP know if there are any problems with accommodations.

Student Responsibilities

- Disclose disability to DSP (Student Intake Form)
- Request necessary accommodations and provide supporting documentation
- Give faculty letter to professors
- Notify DSP of any problems or concerns related to accommodations
- Students can request additional accommodations or a review of existing accommodations at any time
- Inform DSP of testing dates at least 7 days in advance

DSP Responsibilities

- Engage student in interactive process to identify reasonable and effective accommodations
- Respond to requests for accommodation, letting the student know if the accommodation is approved, denied, or what further information is needed
- Provide student with a faculty letter of approved accommodations
- Act as a resource and support to faculty to effectively implement approved accommodations

Faculty Responsibilities

- When a student discloses a disability or related accommodation:
  1. Engage in a conversation with the student about plans to implement the approved accommodations outlined in the faculty letter
  2. Refer student to DSP if they do not have a faculty letter or if they are requesting accommodations that are not on their faculty letter
  3. Upon request from DSP, identify essential course and degree components and requirements
- Keep disability and accommodation information private
- Include an ADA statement in each syllabus to inform students
- Act as a resource and support to faculty to effectively implement approved accommodations

Questions?

Contact DSP: 303-871-2372, dsp@du.edu

Academic Advising
www.du.edu/studentlife/advising
Discoll Student Center - South

Student Outreach & Support
www.du.edu/studentlife/studentsupport
Discoll Student Center - South

Learning Effectiveness Program
www.du.edu/lep
Katherine A. Ruffatto Hall - 4th Floor

Office of Graduate Studies
www.du.edu/grad
Mary Reed Building - 1st Floor

Office of Equal Opportunity
www.du.edu/equalopportunity
Mary Reed Building - 4th Floor

Health and Counseling Center
www.du.edu/duhealth
Ritchie Center - 3rd Floor

International Student & Scholar Services
www.du.edu/isss
Center of Josephine & Wanan

Center for Multicultural Excellence
www.du.edu/cme
Discoll Student Center - North, 1st Floor

REMINDER: For students in crisis, contact the counselor on-call
303-871-2205

ADA Syllabus Statement

Students who have disabilities (i.e., physical, medical, mental, emotional and learning) and who want to request accommodations should contact the Disability Services Program (DSP): 303-871-2372; 1999 E. Evans Ave., 4th Floor of Ruffatto Hall. Information is also available online at www.du.edu/dsp; see Handbook for Students with Disabilities.

FAQs

Q: WHAT CAN I DISCUSS WITH A STUDENT WHO HAS A DISABILITY?

You may discuss the student’s learning style and learning needs, and how you can work together to meet those needs. Supporting a student does not necessarily require knowing what the disability is. If a student voluntarily discloses his or her disability, you are welcome to ask more questions. However, it is not appropriate to ask, “what is your disability?”

Q: HOW ARE ACCOMMODATIONS APPROVED?

Students provide medical or psychoeducational documentation to DSP and complete an intake packet requesting specific accommodations, which DSP staff reviews in order to determine what is reasonable.

Q: WHAT IF I THINK AN ACCOMMODATION IS INAPPROPRIATE?

DSP will consult with the faculty/department to learn if they think the accommodation poses a fundamental alteration to the program, activity or service. Students with disabilities must meet the same learning outcomes as those without disabilities.

Q: WHAT SHOULD I DO IF I THINK A STUDENT NEEDS SUPPORT FROM DSP, BUT HAS NOT ASKED ME FOR ACCOMMODATIONS?

As you would for any struggling student, ask the student if there are any ways the student could be more supported. It may happen that the student discloses a disability or chronic medical condition in this discussion, in which case you can direct the student to our office for accommodations. If not, feel free to provide the student with a variety of options on our campus, including LEP, the Writing, Math, Science, and Engineering Centers in the Anderson Academic Commons, Academic Advising, Health and Counseling Center, or any other resources you see fit. You may also consider submitting a Pioneers CARE report.

Q: DO YOU PROVIDE ACCOMMODATIONS FOR TEMPORARY INJURIES OR ILLNESSES?

DSP can provide accommodations for temporary injuries or illnesses, including, but not limited to, broken bones, on-going illness, and concussions. Students with short-term illnesses, such as cold or flu, are not covered by the ADA, and should work directly with instructors to arrange informal modifications per the Academic Accommodations Policy.

August 2016
Developed by the Disability Services Program and Elise Miles Chester
### Disability Services

**Student Privacy**
A student should never disclose a disability or medical condition to faculty members or staff outside of the HCC, LEF, or Pioneers CARE unless there is a direct care reliance to their safety or campus.

A faculty or staff member should not ask about a student’s disability or medical condition unless they are administering direct needed care to the student.

A student’s disability or medical condition should not be shared with colleagues, other students, or staff. It should not be disclosed that a student receives accommodations unless it is to another University employee that must know for academic purposes or if a student is being introduced to their peer note-taker.

### Testing Center and Extended Time Testing

To assist faculty in providing approved testing accommodations, DSP operates a Testing Center. Examples of Testing Accommodations: (list not exhaustive)
- Extended time, distraction-reduced test setting or a private room, assistive technology, and exam scheduling.

Students are expected to schedule their exams at least 7 days in advance using ClockWork, an online system. Signing up 7 days in advance guarantees the student a spot in our Testing Center.

If a student misses the 7 day deadline, they are required to fill out a Late Exam Request Form (available on our website and in the DSP office). Both the student and professor are required to sign the form before returning the form to DSP. We cannot guarantee that the late request will be scheduled; but we will make every effort to accommodate the student.

Students cannot be denied accommodations solely because they miss the 7 day deadline. If a student cannot be scheduled in the testing center, faculty must make a good faith effort to make alternate arrangements, if at all possible.

### Faculty Responsibilities for Testing

**Discuss accommodations with student**
Discuss the type of exams in your class and which academic accommodations the student will need. Discuss whether you will provide the accommodations in the classroom, or utilize the DSP Testing Center. If a student requests accommodations that are not approved by DSP, please have the student contact DSP.

**Provide accurate exam dates to students in advance**
Provide accurate exam dates to students in advance; indicate how much time the class will receive for the test. Discuss with DSP students how unannounced ‘pop’ quizzes will be handled; DSP can assist with options that will meet instructor’s needs and learning outcomes.

**Send exams to DSP**
All exams and testing instructions must be sent to the Testing Center via ClockWork ([www.du.edu/dsp under Quick Links, select “Schedule a Test”](http://www.du.edu/dsp)) or to dsp@du.edu. Send/upload exam as soon as possible.

**Help coordinate scheduling**
Typically, students receiving extended time on exams in the DSP Testing Center start their exams at the same time as all other students. In cases where extended time might run into another class the student may need to take the exam at an alternate time. DSP requires professor approval to move exams to a day/time that is outside of the student’s normal class time.

**Provide equitable access to information during exam**
If students can ask the professor or TA questions during the exam, they must have the same access from the testing center. Professors are asked to provide contact information in ClockWork when they submit the exam. If handicaps, visual aids, or other information provided to the class during an exam, it must be provided to students taking the exam in DSP.

**Faculty notification of student taking exam in DSP Testing Center**
Faculty should receive automated 6-day and 2-day email notices with the day and time a student has scheduled to take an exam in the DSP Testing Center. Please email dsp@du.edu if the test date/time is different from what you see in the email. The email also provides the link to upload and instructions to ClockWork.

**ClockWork**
([www.du.edu/dsp under Quick Links, select “Schedule a Test”](http://www.du.edu/dsp))

1. Safari, Chrome and Firefox are recommended browsers. ClockWork is not compatible with Internet Explorer.
2. Use your email and password to log in.

**Testing Instructions**
Provide DSP with the same testing instructions you will give to the class (e.g. closed book/nole, open book/nole, calculator, etc.). Additionally, how long the class has to complete their exam and how many pages the exam has.

**Online exams**
For timed online exams, please remember to add extended time for students with disabilities, including those taking the exam in the DSP Testing Center.

**Completed Exam Delivery**
DSP will attempt to return completed paper exams in sealed envelopes to your department office within one business day. Faculty are also welcome to pick-up exams in DSP. If you plan to pick up, please email us to let us know.