

## Accommodations Partnership 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 about the accommodation process through DSP

## Questions?

Contact DSP: 303-871-2372, [dsp@du.edu](mailto:dsp@du.edu)

Katherine A. Ruffatto Hall - 4th Floor

<b>Academic Advising</b>	<b>303-871-2455</b>
<i>www.du.edu/studentlife/advising</i>	
Driscoll Student Center - South	
<b>Student Outreach &amp; Support</b>	<b>303-871-2400</b>
<i>www.du.edu/studentlife/studentsupport</i>	
Driscoll Student Center - South	
<b>Learning Effectiveness Program</b>	<b>303-871-2372</b>
<i>www.du.edu/lep</i>	
Katherine A. Ruffatto Hall - 4th Floor	
<b>Office of Graduate Studies</b>	<b>303-871-2706</b>
<i>www.du.edu/grad</i>	
Mary Reed Building - 1st Floor	
<b>Office of Equal Opportunity</b>	<b>303-871-7436</b>
<i>www.du.edu/equalopportunity</i>	
Mary Reed Building - 4th Floor	
<b>Health and Counseling Center</b>	<b>303-871-2205</b>
<i>www.du.edu/duhealth</i>	
Ritchie Center - 3rd Floor	
<b>International Student &amp; Scholar Services</b>	<b>303-871-4912</b>
<i>www.du.edu/iss</i>	
Corner of Josephine & Warren	
<b>Center for Multicultural Excellence</b>	<b>303-871-2942</b>
<i>www.du.edu/cme</i>	
Driscoll Student Center - North, 1st Floor	

**REMINDER: For students in crisis, contact the counselor on-call**

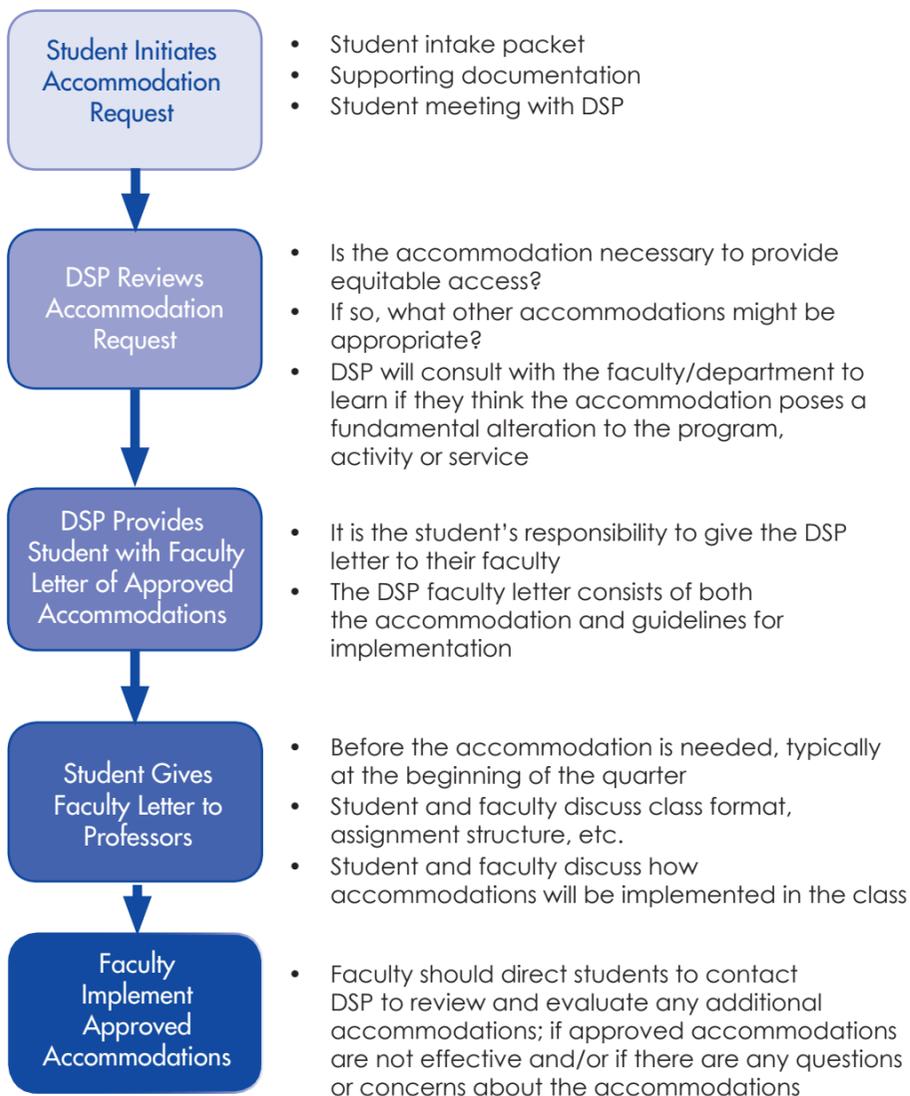
**303-871-2205**

## 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](http://www.du.edu/dsp); see Handbook for Students with Disabilities.

August 2016 Developed by the Disability Services Program and Elise Milnes Chester

## Student Accommodation Process



## 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.

## Our Charge

DSP is the office responsible for the administration of the University of Denver's commitment to equal access and participation for all students who have documented disabilities or medical conditions, in academic areas and other programs sponsored by the University. This includes providing appropriate accommodations pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (1990) and the ADA Amendments Act of 2008 (ADAAA).

## Americans with Disabilities Act

Given legal mandates under the Americans with Disabilities Act (ADA), postsecondary institutions must make reasonable accommodations in order to provide students with disabilities an equal opportunity to participate in courses, programs, and activities. This includes extracurricular activities. These accommodations can be in the form of academic adjustments or modifications such as extended time for test taking or completing course work; substitution of specific courses to meet degree requirements; modification of test taking or performance evaluations so as not to discriminate against a person's sensory, speaking or motor impairments, unless that is what is being tested. Accommodations can also take the shape of auxiliary aids and services such as qualified sign language interpreters, note takers, readers, braille, large print, electronic formats of print materials, and adaptive equipment.

Colleges and universities do not have to provide accommodations that would "fundamentally alter" the educational program or academic requirements that are essential to a program of study or to fulfill licensing requirements. The determination of what is a fundamental alteration, however, is one which requires specific steps and a reasoned, determinative process on the part of the campus community, and necessitates that colleges and universities question their notions of what is truly fundamental and provide for alternate methods of achieving the results intended by the educational program.

## Policy Statement for Accommodating Students with Disabilities

For the policy in its entirety visit [www.du.edu/dsp/faculty-staff](http://www.du.edu/dsp/faculty-staff)

### Policy Highlights

1. The University of Denver is committed to providing students with disabilities equal access and participation in academic areas and other programs sponsored by the University as mandated by federal law. The process for granting qualified students with documented disabilities accommodations to obtain equal access is managed by DSP. Students requesting disability accommodations engage in a collaborative process with DSP staff that includes disclosing the disability(ies) and providing appropriate documentation.
2. Faculty should only implement accommodations approved by the DSP staff. The DSP staff will provide students with a Faculty Letter that describes approved classroom accommodations. Students are responsible for providing this letter to faculty prior to needing the accommodation.
3. Disability and accommodation information should be kept private, and only shared with other University personnel who have a legitimate educational need to know to be in compliance with relevant laws.

## What does it mean to be a "qualified student with a disability?"

A qualified student with a disability is a student, or prospective student, who meets the academic and technical standards required for admission or participation in an educational program or activity. Under this policy and consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), a disability is any physical, learning, medical, emotional, mental health condition that limits a "major life activity," such as walking, hearing, seeing, speaking, breathing, or learning. Disabilities can be visible or non-visible.

## What are academic accommodations?

Academic accommodations are reasonable modifications or services, as determined by DSP, that give a student with a disability an equal opportunity to benefit from the educational process. Accommodations can be in the form of academic adjustment or modifications such as extended time for test taking or completing course work; substitution of specific courses to meet degree requirements; modification of test taking or performance evaluations so as not to discriminate against a person's sensory, speaking or motor impairments, unless that is what is being tested. Accommodations can also take the shape of auxiliary aids and services such as qualified sign language interpreters, note takers, readers, braille, large print, electronic formats of print materials, and adaptive equipment. The University does not provide accommodations that would "fundamentally alter" the educational program or academic requirements that are essential to a program of study or to fulfill licensing requirements. A "fundamental alteration" is a modification that is so significant that it alters the essential nature of the goods, services, facilities, privileges, advantages, or accommodations offered.

## Grievance Process

DSP is committed to working with students with disabilities to resolve disagreements regarding the need for and/or implementation of accommodations. In case of such disagreement, the student should contact the Director of DSP as soon as possible.

Concerns regarding possible discrimination on the basis of disability should be addressed to the University's Office of Equal Opportunity. Complaints can be submitted to [equalopportunity@du.edu](mailto:equalopportunity@du.edu), 303-871-7436, or online at [www.du.edu/equalopportunity](http://www.du.edu/equalopportunity)

## Student Privacy

A student should never disclose a disability or medical condition to faculty members or staff outside of the HCC, LEP, or Pioneers CARE unless there is a direct correlation to their safety on 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 late requests 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 approved 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](http://www.du.edu/dsp) under **Quick Links**, select **"Schedule a Test"**) or to [dsp@du.edu](mailto: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 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 in the classroom, 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 handouts, visual aids, or other information is 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](mailto: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 exam and instructions to ClockWork.

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

1. Safari, Chrome and Firefox are recommended browsers. ClockWork is not compatible with Internet Explorer.
2. Use your DU ID# and password to log in.
3. Acceptable files for uploading: .doc, .docx, .pdf, .ppt, .pptx, .xlsx, and .zip.

**Testing Instructions:** Provide DSP with the same testing instructions you will give to the class (e.g. closed book/note, open book/note, 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 accommodations, including those taking the exam at 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.