



Figure 1 QCC Logo

Faculty Guide to Accommodations

Updated August 2021

Student Accessibility Services

Contact Information:

West Boylston St. Campus
Room 246 Administration Building
Phone: 508.854.4471
Sorenson Video Phone: 508.502.7647
disabilityservices@qcc.mass.edu
670 West Boylston Street
Worcester, MA 01606-2092

Southbridge Campus at Southbridge High School
Phone: 508.453.3809 or 508.854.4471
By Appointment Only

General Information:

Our Mission: Student Accessibility Services collaborates with students, faculty and staff to create a campus environment that is usable, equitable, sustainable, and inclusive of all members of the college community.

The Law: In accordance with Section 504 of the Rehabilitation Act (1973) and the Americans with Disabilities Act and ADA Amendments (2008), educational institutions are required to provide reasonable academic adjustments to students with documented disabilities. Verification of the student's disability and need for accommodations are on file in Student Accessibility Services.

Disclosure: A student who seeks an academic adjustment/accommodation must meet with a Coordinator of Accessibility Services, provide current documentation, and engage in the *interactive process* to determine eligibility for accommodations and services. If a student discloses a disability directly to a faculty member and requests an accommodation, it is in the instructor's best interest to refer the student to Student Accessibility Services to formally disclose and seek accommodations.

Interactive Process: The Interactive Process describes the method to appropriately determine accommodations for a student. This is a "good faith" conversation between the Coordinator and student to review documentation, auxiliary aids, approved academic accommodations, and course instruction to identify barriers, ask questions, and seek an accessible solution. This may lead to the Coordinator contacting course instructor(s) to determine the nature of the class and how an accommodation could impact the essential elements of the course. Once a full understanding of the access and/or barriers for the course is determined, the Coordinator and student will determine the accommodations needed to access the course materials. Likewise, a faculty member may not deny an approved accommodation(s) without engaging in an interactive process with Student Accessibility Services.

Notification of Accommodations: Once accommodations are determined, the student receives an electronic Accommodation Letter from their Coordinator via QCC email. The student is responsible for forwarding the Accommodation Letter onto their course instructors. It is always the student's choice as to which method of delivery and when to deliver the accommodation form. A student may present the accommodation form at any time during the semester electronically or print version. Student Accessibility Services recommends delivery of the accommodation form via Qmail in order to record a time stamp, but a student may prefer to deliver a paper form during faculty office hours or before/after class.

Accommodations go into effect upon the student's submission of the accommodation letter, whether it be electronic or hand-delivered. Accommodations are not retroactive. While a student is eligible for all of the accommodations listed in the accommodation letter, the student may elect not to use all of them due to the nature of the course and its impact on the disability.

All information on the **accommodation letter is confidential** and FERPA protected and should be handled in a respectful manner. If you have questions about accommodations, don't hesitate to contact the Coordinator whose name is on the accommodation letter.

Student Responsibility: Students who choose to work with Student Accessibility Services are responsible for the following:

- Disclosing to Student Accessibility Services and providing documentation to verify disability status.
- Engaging in the *Interactive Process* with Student Accessibility Services to determine accommodation needs semester by semester.
- Delivering a copy of their accommodations (electronically or printed) to the appropriate course faculty semester by semester.
- Understanding that accommodations are implemented when the course faculty receive a copy of the student accommodation form. Accommodations are not retroactive.
- Following the procedures to reserve a seat in the Accommodated Testing Room in a timely manner.
- Informing Student Accessibility Services if they feel their accommodations are not being met.
 - Students who believe their accommodation have not been met can appeal to the ADA Compliance Officer or file a Federal complaint with the Office of Civil Rights.
 - For more information, contact the Dean of ADA Compliance and Title IX for QCC:
 - Liz Woods 508-854-2791 Room 374 Administration Building

Faculty Partnership: Instructors will not be able to predict every single barrier that might arise in their course. Student Accessibility Services staff can work with you to evaluate your course to identify places where materials or activities may be adjusted to increase accessibility for the student with a disability.

- For further information about the concepts of Universal Design for Learning (UDL)
 - Student Accessibility Services: 508-854-4471
 - The Office of Instructional Technology and Assessment: 508-854-7546

Provision of accommodations and services for individuals with disabilities continually evolves. Student Accessibility Services is dedicated to maintaining continuity of service/delivery while staying abreast of and implementing best practices for students with disabilities.

Accommodation Letter:

The [QCC Accommodation Letter](#) addresses five areas in which a student may qualify for accommodations. Upon student submission of the *Accommodation Letter*, the listed accommodations are active for the semester. A sample *Accommodation Letter* is below:

QUINSIGAMOND
Community College

Student Accessibility Services Accommodation Letter

To: Faculty Semester: **Semester and Year**

From: **Coordinator Name**
Ext. **XXXX** or **SB phone #**

Student:

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 require educational institutions to provide reasonable academic adjustments to students with documented disabilities. Verification of the student's disability and need for academic adjustments are on file in Student Accessibility Services.

Please note: **Modifications to these accommodations may be necessary during the semester. Faculty may not deny an approved accommodation(s) without engaging in an interactive process with Student Accessibility Services.**

Classroom Accommodations

- Preferential seating (*in front, by door, least acoustically/visually distracting*)
- Beverages permitted in class (*due to medication side effects, etc.*)
- Other:

Lecture Accommodations

- Audio Capture Technology
- Access to Class Notes (*student will advise Student Accessibility Services when needed*)
- Math Chart (*used in MAT 090 and 1st exam in MAT 095*)
- Calculator (*type of calculator to be determined by department policy*)
- Sign Language Interpreter
- Other:

Examination and In-Class Graded Assignment Accommodations

- Extended time (*double time unless otherwise indicated*)
- Less distracting setting
- Math Chart (*used only MAT 090 and 1st exam in MAT 095*)
- Calculator (*type of calculator to be determined by math department policy*)
- Reader / Reading Software
- Sign Language Interpreter
- Scribe
- Other: |

Other Accommodations

- Alternate format texts (*Student will advise Student Accessibility Services when needed*)
- Assistive equipment (*Student will advise Student Accessibility Services when needed*)
- Other:

Additional Information:

Please contact Student Accessibility Services at 508.854.4471 if you require additional information.

Instructors, please deliver exams to Student Accessibility Services 2 business days prior to the exam date. Thank you.

Figure 2: QCC Accommodation Letter Image

Accommodation Implementation:

The following are definitions and guidelines to assist faculty in implementing accommodations for their courses. The five areas for accommodations are listed as seen above in the sample *Accommodation Letter*. If at any time faculty have questions or concerns about an accommodation, they are encouraged to contact Student Accessibility Services for assistance.

Classroom Accommodations

- **Preferred Seating:** A student determines their preferred seat. Some students may want to be in the front of the room while others may want to be in the back and/or near an exit.
- **Beverages Permitted in Class:** A student may need a beverage due to medication side effects or other related reasons.
- **Other:** This space is for a Coordinator to include an atypical accommodation which may be needed in the classroom.

Lecture Accommodations:

- **Audio Capture Technology:** A student may use a digital recorder or Smart Pen to capture the course lecture. These recordings are for student use only and are to be destroyed when the student no longer has need. Faculty may direct students to stop recording when sensitive/confidential issues are being discussed. Recording may resume when appropriate.
- **Access to Class Notes:** A student will advise Student Accessibility Services when class notes are needed to supplement their personal notes. Student Accessibility Services will assign a *Staff Notetaker*, hire a *Peer Notetaker*, or ask the Instructor for copies of Power Points or notes when available.
- **Math Chart:** An approved math chart is used in MAT 090 and in the 1st exam in MAT 095 for those who qualify for a calculator in all other math levels. Student Accessibility Services will provide the chart for test and quizzes taken in our Testing Room.
- **Calculator:** The type of calculator a student may use in a course is determined by department policy.
- **Sign Language Interpreter:** Faculty will be notified if a Sign Language Interpreter will be present in their class for the semester. Provide appropriate space and location for the Interpreter in the classroom.
- **Other:** This space is for a Coordinator to include an atypical accommodation which may be needed in the classroom.

Examination and In-Class Graded Assignment Accommodations:

- **Extended Time:** Double time for test and quizzes is utilized unless otherwise noted. Instructors administering on-line exams should adjust the testing clock to reflect the double-time accommodation. Assignments to be completed in the classroom for a test or quiz grade are eligible for the *Extended*

Time accommodation. For in-class assignments, faculty should consult with Student Accessibility Services for the best method to implement the in-class assignment.

- **Less Distracting Setting:** Our test rooms provide a less distracting setting with fewer sensory distractions and has supplies such as headphones and ear plugs for student use.
- **Math Chart:** An approved math chart is used in MAT 090 and in the 1st exam in MAT 095 for those who qualify for a calculator in all other math levels. Student Accessibility Services will provide the chart for test and quizzes taken in our Testing Room.
- **Calculator:** The type of calculator a student may use in a course is determined by department policy.
- **Reader/Reading Software:** A person or reading software is utilized for students who are eligible to have text read out loud. Students must request reader/reading software when they complete the *Request for Extended Time* request.
- **Scribe:** A scribe is utilized for students who are eligible to dictate their words into written format. Students must request a scribe when they complete the *Request for Extended Time* request.
- **Other:** This space is for a Coordinator to include an atypical accommodation which may be needed for the test environment.

For Fall 2021, SAS Test Rooms will be available face-to-face and/or Zoom. The process will follow the same procedure for students to request a test appointment online through the Q; this test appointment information is then forwarded via email to the professor. Faculty will still complete and send the *Exam Checklist* to SAS 48-hours prior to the exam start.

***See page 7 for the Testing Flow Chart to further understand expectations for students and faculty*

Assignment Accommodations:

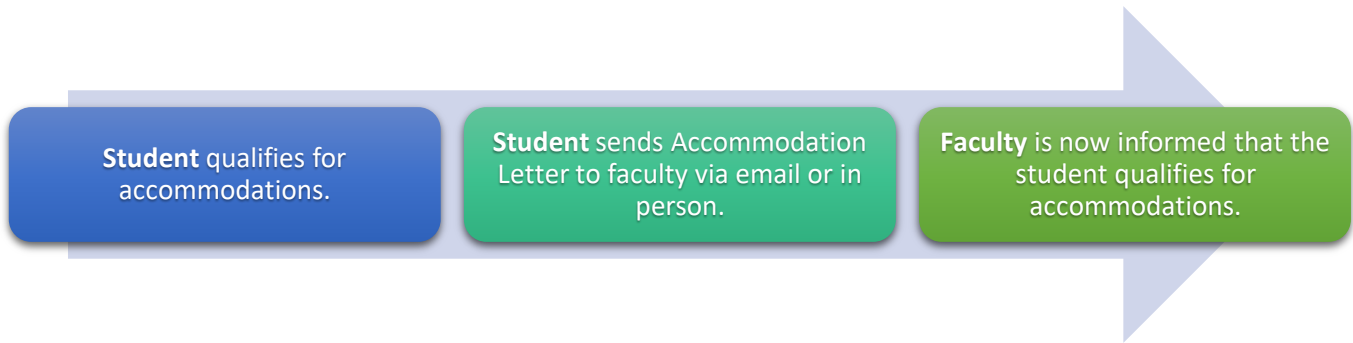
- **Other:** This space is for a Coordinator to include an atypical accommodation which may be needed for the assignment parameters.

Other Accommodations:

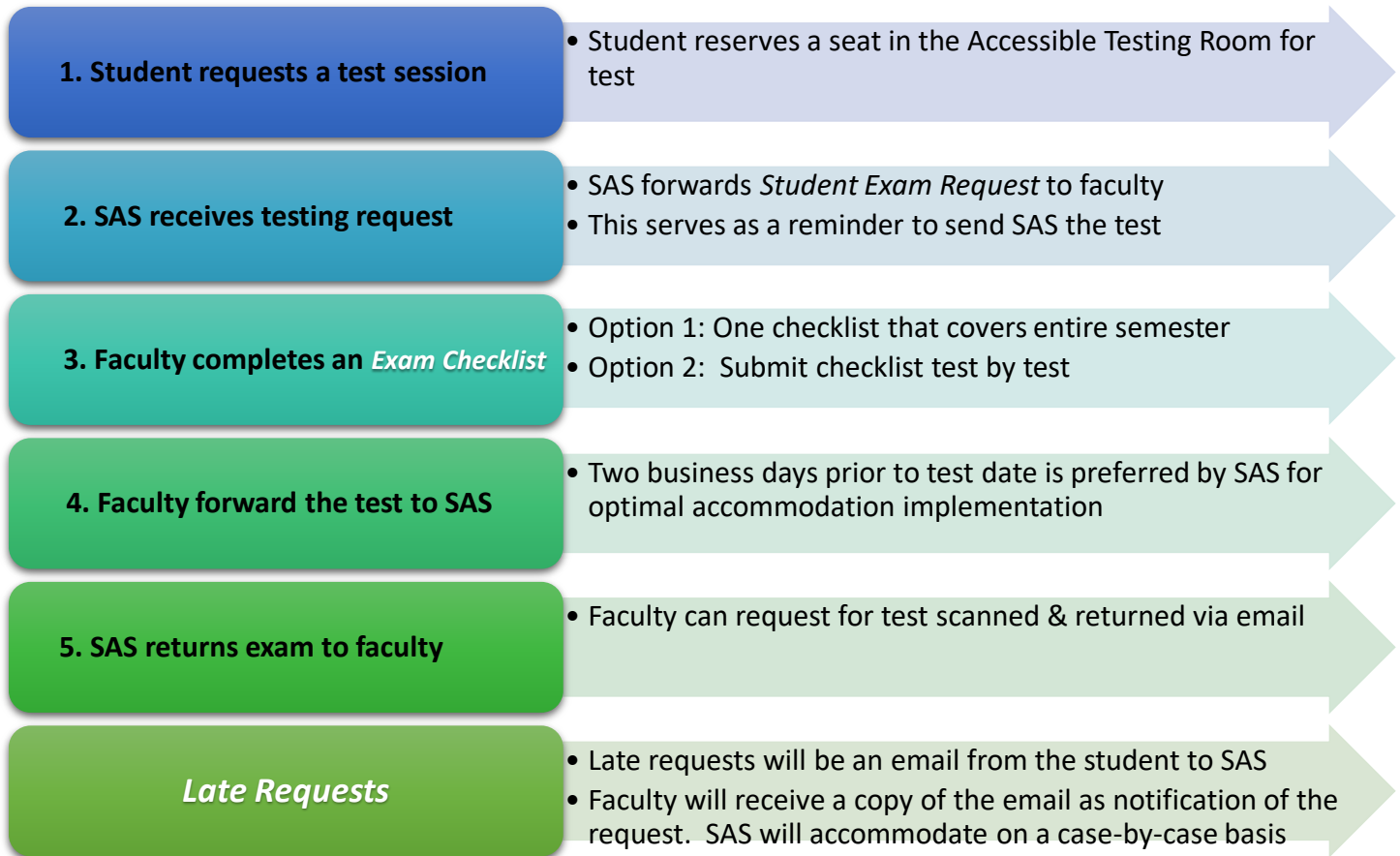
- **Alternative Format Texts:** Students will advise Student Accessibility Services when needed. The delivery of Alternative Format Text is typically in digital format and is accessed with a mobile device or laptop.
- **Assistive Equipment:** Students will advise Student Accessibility Services when needed. The Coordinator will engage in the *Interactive Process* with the faculty to determine the access need for the classroom, lab, or clinical site.
- **Other:** This space is for a Coordinator to include an atypical accommodation which may be needed for the test, classroom, lab, or clinical environment.

Student Accessibility Services Flow Chart: Updated May 2020

Accommodation Notification



Extended Testing Accommodation Room Requests



Exam Check-List

Link available on *Frequently Used Forms & The Q*

<http://www2.qcc.mass.edu/QCCWS/DisabilityServices/examCklist.aspx>

Related Resources and Web Links:

QCC Specific Resources:

- **Exam Check-List for Faculty:**
 - <http://www2.qcc.mass.edu/QCCWS/DisabilityServices/examCklist.aspx>
- **Emergency Evacuation Procedures:**
 - <https://www.qcc.edu/campus-police-alerts/emergency-response>
- **Service Animals:**
 - https://www.qcc.edu/files/qcc_system-wide_policy_on_service_animals_amended_7_25_14_updated_aao_2019.pdf
- **Syllabus Accessibility Statement:** In order for the college to comply with federal obligations under the ADA and to meet faculty contractual standards, place the below statement in your syllabus at your discretion:

Quinsigamond Community College is committed to providing access and inclusion for all persons with disabilities. Students who require an accommodation in this course should notify the professor as soon as possible. Students are responsible for forwarding the Accommodation Letter to the professor (via email or hard copy). Students may request accommodations at any time during the semester, which begin upon receipt (accommodations are not retroactive). Please discuss any barriers which may arise during the semester with your Professor or Coordinator in the Student Accessibility Services office.

Student Accessibility Services Contact Information:

Call: 508-854-4471 Email: disabilityservices@qcc.mass.edu Sorenson Video Phone: 508-502-7647

Disability Related Resources:

- **Blackboard Ally to test accessibility for your course content:**
 - <https://www.blackboard.com/teaching-learning/accessibility-universal-design/blackboard-ally-lms>
- **University of Washington: Do-It: National Resources for promoting inclusion educators:**
 - <https://www.washington.edu/doi/>
- **Universal Design for Learning (UDL)**
 - **CAST Professional Learning:**
 - <http://castprofessionallearning.org/>
 - **University of South Carolina Upstate:**
 - <https://theq.qcc.edu/ICS/icsfs/mm/accessibility-assessment-toolkit.pdf?target=19fc821c-bbf1-4e2b-b901-6e252c908c62>