



Figure 1 QCC Logo

# Faculty Guide to Accommodations

Spring 2020

## Student Accessibility Services

### ***Worcester Campus***

Room 246 Administration Building

Phone: 508.854.4471

FAX: 508.854.4549

Sorenson Video Phone: 508.502.7647

[disabilityservices@qcc.mass.edu](mailto:disabilityservices@qcc.mass.edu)

670 West Boylston Street Worcester, MA 01606-2092

### ***Southbridge Campus***

Reception Area

Phone: 508.453.3809

FAX: 508.765.5625

Sorenson Video Phone: 508.502.7647

[disabilityservices@qcc.mass.edu](mailto:disabilityservices@qcc.mass.edu)

5 Optical Drive Southbridge, MA 01550

## 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 instructor's receipt of the accommodation form.

Accommodations are not retroactive. While a student is eligible for all of the accommodations listed on

the accommodation form, 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 form 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 form.

**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 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 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.
- **Copy of 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 1<sup>st</sup> 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 1<sup>st</sup> 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.

**QCC Test Rooms:** Students Accessibility Services provides a less distraction testing space in Worcester, Downtown, and the Southbridge campus. Students seeking testing accommodations must complete the *Request for Extended Time form* to reserve a seat in the room 5 business days prior to the exam/quiz date for guaranteed accommodations. Late requests will be approved based on time, space, and logistical considerations. Final exams must be scheduled three weeks prior to the final exam period to guarantee accommodations.

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

### Assignment Accommodations:

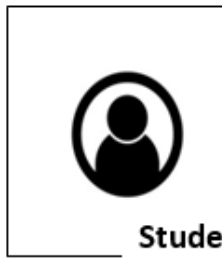
- **Other:** This space is for a Coordinator to include an atypical accommodation which may be needed in for the test environment.

### 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 Testing Flow Chart:

## Accommodations:



**Student** qualifies for accommodations after meeting with Student Accessibility Services.

*Student delivers the Accommodation Letter to faculty via email or printed version.*



**Faculty:** Upon receipt of the accommodation form, the faculty is now informed that the student qualifies for test and classroom accommodations.

## Testing Requests:

- 1. Student Request:** Student completes the *Request for Extended Time* form to reserve a seat in the Accessible Testing Room for test/quiz. Request must be 5 business days in advance to guarantee seat.
- 2. Disability Services** receives testing request from student.
  - A. Disability Services forwards **Request for Extended Time form** to faculty. This serves as a reminder to the faculty to send the test/quiz to Student Accessibility Services.

\* **Late requests** will be an email from the student to Student Accessibility Services and then forwarded to the faculty. Late requests will be approved based on time, space, and logistical considerations.
- 3. Faculty** complete an *Exam Checklist* either:
  - a. Test by Test or
  - b. One Check-List that covers the course for the entire semester
- 4. Forward the test/quiz onto Student Accessibility Services 2 business days before the test date.**

\*Southbridge campus has a locked box outside the staff break room as an alternative to submitting tests through the on-line Exam Check List.
- 5.** Retrieve the exam from Student Accessibility Services or request test/quiz to be scanned & returned via QCC email.

### Exam Check-List

Link available on *Frequently Used Forms & The Q* or  
<http://www2.qcc.mass.edu/QCCWS/DisabilityServices/examCklist.aspx>

Figure 3: Image of Testing Flow Chart



## 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](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](mailto: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>