

## What You Need To Know: FAQ

Q: What does CSSE/Disability Resources do for students with disabilities?

A: The Disability Resource Office provides, arranges and coordinates reasonable accommodations for students who have a documented disability. Student files are kept confidential and are maintained in accordance with state and federal laws.

Q: How does CSSE/Disability Resources know whether a student has a disability?

A: The College requires verification of the students' disability, which remains on file before any services can be provided. Students must submit current documentation of their condition by a qualified professional. At this point, the documentation is reviewed and the students' eligibility for services is determined.

Q: Are all students with disabilities registered with CSSE/Disability Resources?

A: No, it is likely that many students with disabilities have chosen not to disclose their disability to the office, or they may have not met the eligibility criteria for services. Faculty are not required to provide accommodations to these students. If a student discloses a disability to you, you can encourage them to contact CSSE/Disability Resources.

Q: Is the student's disability information kept confidential?

A: Yes, all information regarding a student's disability is kept confidential and only released on a need to know basis. However, faculty will be notified if a student requires a special accommodation in their class and what the accommodation entails. The student delivers the accommodation plan to their instructors.

Q: What is the accommodation plan?

A: The accommodation plan is a letter that is developed with the student who is requesting accommodations for their courses. Each student works with Disability Resources at the start of the semester to determine, based on their documented disability, what specialized accommodations will be needed to allow the student equal access in their courses. The student will then deliver the accommodation letter to each instructor to inform them of their academic needs.

Q: When should students contact CSSE/Disability Resources regarding disability accommodations?

A: Students should plan to request accommodations prior to the start of each semester to develop their accommodation plan for their classes.

Q: Can students still receive accommodations if they do not come in at the start of the semester?

A: Yes, students are encouraged to come in anytime throughout the semester. However, accommodations are not retroactive and begin from the day the accommodation letter is delivered to their professor.

Q: What can faculty do if they have a concern about a student that is disability related?

A: They should always refer the student to CSSE and explain all the resources that are available to help them succeed. The faculty should notify CSSE of the concern to ensure that outreach is conducted. Faculty should not question a student regarding their disability; Faculty should not tell a student that they think he/she has a disability. This is often a very sensitive topic for students. However, if a student discloses their disability then this is a good opportunity to engage in a constructive conversation around how the student learns best and what can be done to maximize their experience in the class.

Q: What should faculty do if a student tells them they need a note taker?

A: Students should always be referred to CSSE/Disability Resources to ensure that the students' disability warrants note taking as an accommodation. If a student has already been approved for this accommodation, this would be reflected in the students' accommodation plan.

Q: Often times, instructors are asked to recommend a student that is a good note taker. How is the best way to approach the class?

A: It is important to never announce the students' names as this breaks the confidentiality of the students' disability. Here is a sample of what can be said in class, "CSSE has a need for a note taker in this class. If you feel confident in your note taking skills, please contact CSSE."

Q: What is the process for students receiving a testing accommodation?

A: It is the responsibility of the student to contact CSSE to schedule to take their exam in our office three days prior to the scheduled exam. The student will receive an Exam Proctoring Checklist that is to be delivered to the instructor for him or her to sign and return to CSSE with a copy of the exam. All exams are done in a separate room with a test proctor.

Q: What if a student receives testing accommodations but does not schedule their exam within the three day notice?

A: CSSE will make a "good faith" effort to accommodate the student. However, we may not be able to honor the request with limited notification. If CSSE cannot accommodate due to short notice, the student will have to attend the class and take the exam as scheduled.

Q: What should an instructor do if a student wants to discuss specific accommodation needs for their class?

A: The student should be referred to CSSE/Disability Resources. Instructors are not required to provide accommodations unless the student presents them with an accommodation plan.

Q: What is the process for requesting Priority Access Registration (PAR)?

A: Students must be approved for this accommodation, which is based on the nature of the disability. Students must fill out the PAR application form and submit prior to the deadlines. Deadlines are October 1 for the Spring Registration and March 1 for Summer and Fall registration. Requests made after these dates will not be considered for PAR.

Q: How does a student know if he or she qualifies for a course substitution for the core language requirement?

A: Students who may qualify for the course substitution for the core language requirement are students with specific language disabilities and/or hearing impairments. To inquire about eligibility, the student should make an appointment with CSSE/Disability Resources who can determine if the student qualifies and advise the student on specific courses. CSSE/Disability Resources will submit proper documentation to the Dean of Academic Affairs for approval.