

Accommodating TAMU-CC Students with Disabilities

Instruction for TAMU-CC Faculty



This brief training provides introductory information and resources to support TAMU-CC Faculty in responding to requests for academic adjustments and accommodations from students with disabilities at TAMU-CC.

Desired Learning Outcomes include:

1. A general awareness of the types of disabilities represented among TAMU-CC Students
2. Familiarity of the variety of academic adjustments, accommodations, and auxiliary services available for qualified students with disabilities as determined by TAMU-CC Disability Services (DS)
3. An understanding of our collective responsibilities and how to respond to students requesting disability related academic adjustments, accommodations and or services
4. Knowledge of additional resources to consider in support of accommodating students with disabilities



I. Types of Disabilities Include:

- Learning
- ADHD
- Physical
- Visual
- Mobility
- Psychological
- Deaf/Hard of Hearing
- Traumatic Brain Injury (TBI)
- Health
- Asperger's Syndrome



II. Types of disability related academic adjustments, accommodations, and auxiliary services may include though are not limited to:

- **Exam Accommodations including extended time and reduced distraction testing environment**
- **Approval to audio record lectures**
- **Assistive Technology such as text to speech and voice recognition software**
- **Sign language Interpreters and Assistive Listening Devices**
- **Access to textbooks and course materials in alternate format such as electronic text (E-Text), Braille, and large print**
- **Note-taking accommodations**



Who determines eligibility for students seeking academic disability related adjustments and accommodations?



The Disability Services office located in Corpus Christi Hall (CCH 116) is the designated department in determining eligibility for disability related academic adjustments and accommodations for students with disabilities. (361-825-5816)



Students seeking eligibility for services and academic accommodations must go through a process that includes providing the DS office documentation of their disability.



Documentation requirements include a diagnosis from a qualified professional such as a Doctor, Psychologist, Psychiatrist, Audiologist etc.



Documentation is confidential and students are not required to nor should they be asked to submit this to faculty.




After documentation has been reviewed by DS and the student has met with DS staff in determining accommodations and services, the student is given Faculty Notification Letters (FNL's) and advised to meet with and give these ASAP to their faculty during office hours.

III. Our responsibility in responding to requests for disability related academic adjustments and accommodations is:

- A commitment that we as a campus community respect and value
- Recognized and affirmed annually by our University President:
<http://www.tamucc.edu/about/assets/pdf/reaffirmation2011.pdf>
- Monitored by our Equal Opportunity and Employee Relations Office (ADA & 504 Coordinator)
- Mandated by legislation such as section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act, and the Americans with Disabilities Amendments Act of 2008 (ADAA)



What can Faculty do to demonstrate commitment to accommodating students with disabilities?



1. Include the following suggested statement in your syllabus:

“If you need disability accommodations in this class, please see me as soon as possible. Please have your accommodation letter from Texas A&M University–Corpus Christi Disability Services (DS) Office with you when you come see me. If you suspect that you may have a disability (physical impairment, learning disability, psychiatric disability, etc.), please contact the Disability Services Office (located in Corpus Christi Hall 116) at 361.825.5816.”

2. Refer to and announce on the first day of class for students seeking disability related accommodations to meet with you during office hours to review and discuss this process further.

3. Visit the Disability Services FAQ Link:

<http://disabilityservices.tamucc.edu/faculty-faq.php>

And what should I do when:

- A student comes up to me in class, shows me a letter from Disability Services and indicates a need for accommodations for a disability (such as more time on exams, copies of notes etc.)?

Assure the student in respect for privacy you would like to meet during office hours during which the two of you can discuss the request further. Tell the student this will give you both an opportunity to review the letter and complete any DS exam scheduling/conditions forms as necessary. During the visit, if needed, you can call the DS office for clarification – Ext. 5816.

***Be sure to document in writing and in detail the interaction, outcome, and, follow up with DS as needed.**



But wait, what should I do if:

On the day of an exam a student comes to class and asks for more time on the exam and has not made prior arrangements with me or Disability Services?

Give the student a choice:

- 1) Take the exam in class without accommodations and follow up with you after class during office hours,
- 2) Not take the exam and refer the student directly to DS to get information on the process of receiving accommodations and to determine eligibility for services. Request the student to follow back up with you during office hours.

***Be sure to document in writing and in detail the interaction, outcome, and, follow up with DS.**



What does a Faculty Notification Letter Look Like?

Spring 2012

Prof. _____
College of Liberal Arts

Dear Prof. _____:

Thank you in advance for working with our students with disabilities at Texas A&M University-Corpus Christi.

This letter is to inform you that **STUDENT** _____, **ID# AAAAAAAA**, who is enrolled in your ____ **3443.001 class** and ____ **3443.102 lab**, has registered with our office as a student who qualifies for services for students with disabilities.

I have personally met with the student and verified that the available medical documentation supports the need for academic accommodations. The following accommodations have been requested and are deemed reasonable and appropriate:

- **May need to audio-record classes**
- **May need extended-time for all examinations (1.5x)**
- **May need a reduced distraction environment for exams**
- **May need a volunteer note-taker (Student will require note-taking assistance. There are several means of meeting this accommodation request. One option is to provide the student with a copy of your lecture notes and/or slides. Another option is to identify a student volunteer by announcing to the class that there is a student who needs the assistance of a note-taker [without identifying which student]. You may want to mention that several student organizations on campus award community service points for this volunteer activity. Ask interested students to meet with you and the student with a disability after class. The student with a disability should be able to explain what he/she needs from the volunteers.)**

Please visit with the above named student to ensure that the accommodations meet his/her needs as well as your course requirements. If you believe that any of these accommodations conflict with the essential functions of your class or the degree program, or that additional support is needed, please call me to determine appropriate alternatives. Accommodations are given to provide students with disabilities equal access to education at TAMU-CC. Students with disabilities, like all students, are required to meet the "essential", "academic" and "technical" standards of the university.

Please remember that a student's disability is considered confidential information and should not be shared with anyone except in the case of imminent harm to the student or others.

If you have any questions or concerns about these accommodation requests, or about how to implement them, or if you are interested in more information about the laws that guarantee students with disabilities the right to reasonable classroom accommodations, please do not hesitate to call me at 825-5816.

Sincerely,

Ralph D. McFarland
Assistant Director



Sample Exam Services Forms

In addition to the Faculty Notification Letters
(FNL's)

Students approved for Exam accommodations
are given Exam Scheduling and Testing
Conditions Forms to be completed by the
Student and Faculty.
View a sample at:

<http://disabilityservices.tamucc.edu/Documents/Exam%20Quiz%20Schedule%20Sheet.pdf>

<http://disabilityservices.tamucc.edu/Documents/Acknowledgement%20Testing%20Conditions.pdf>

More Exam Services information at:

<http://disabilityservices.tamucc.edu/exam-services.php>



Additional Resources:



President's Reaffirmation of Commitment to Equal Opportunity and Affirmative Action:

<http://www.tamucc.edu/about/assets/pdf/reaffirmation2011.pdf>

or <http://disabilityservices.tamucc.edu/reaffirmation.pdf>



TAMUCC Disability Services website:

<http://disabilityservices.tamucc.edu>



ADA Checklist for Readily Achievable Barrier Removal

<http://www.adachecklist.org/checklist.html>



TAMU- Disability Training Network (DTN)

<http://dtn.tamu.edu/>

<http://dtn.tamu.edu/Training.html>



DOIT (Disabilities, Opportunities, Internetworking, Technology) Universal Design of Instruction <http://www.washington.edu/doit/Faculty/Strategies/Universal/>

World Wide Web Consortium (W3C) <http://www.w3.org/>

DO-IT Distance Learning

<http://www.washington.edu/doit/Faculty/Strategies/Academic/Distancelearning/>

For More Information Contact

Disability Services
361-825-5816

Corpus Christi Hall Room 116 (CCH 116)

<http://disabilityservices.tamucc.edu/>

Thank you!

