

## **ADA & Equal Access**

The purpose of accommodations is to provide equal access for otherwise qualified students with disabilities. The office of Disability Services makes determinations regarding appropriate accommodations and adjustments on a case-by-case basis. We require documentation from the treating health care professional and encourage a great deal of input from the student in order to understand the functional impact of the disability on the student's ability to access courses, programs, services, and activities.

In some cases, Disability Services will request input from faculty in order to consider unique characteristics of a particular course or program of studies, such as performance-based standards associated with internship or fieldwork experiences. All students must be able to meet essential academic, behavioral, and performance standards associated with a course or field of study. Generally, academic accommodations are related to accessing course print and audiovisual material, lecture content, and tests.

## **Access to Course Print Material**

Students with print (vision, reading) disorders may request accessible course material as an accommodation. The office of Disability Services will request accessible PDFs of required textbooks submitted through the College Bookstore Faculty Adoptions Procedure prior to the beginning of the semester for qualifying students to access with a screen reader, such as Adobe Acrobat.

If your instructor uses supplemental course print material or readings on reserve in the Library, please request these materials are converted into an accessible format.

## **Recording Class Lectures:**

Permission to Record Class Lectures is an accommodation approved by Disability Services to provide students with certain disabilities equal access to lecture content. Section 504 of the Rehabilitation Act of 1973 (45 CFR 84.44) identifies audio recording as a reasonable academic accommodation. The Director of Disability Services will send an accommodations letter notifying faculty of approved accommodations.

## **Student Responsibilities:**

Upon approval of this accommodation, the student needs to:

- Complete the [Recorded Lectures Agreement](#), and send a signed copy to Disability Services. By signing this agreement, the student acknowledges they will not share any course recordings, and acknowledges that the recordings are solely for their personal educational use.

- Talk with their faculty about whether a course involves personal reflection, self-disclosure, or confidential discussions, and discuss how these should be handled.
- Discuss any concerns with the Director of Disability Services

## **Resources:**

Students approved for recording class lectures may find the following links useful.

- [Audionote for Android, iOS, Mac and Windows](#)
- [Notability for iOS and Mac](#)
- [SmartPens](#)
- [Office for Civil Rights – Q & A Regarding Audio Recording](#)

## **Assistive Listening Devices:**

Some students who are hard of hearing may use FM systems. FM systems utilize wireless technologies to amplify the speaker's voice via a lapel or independent microphone and may be effective for students who have residual hearing. Learn more [here](#).

## **Inclusive Instruction:**

It may be reasonable for students with disorders affecting auditory processing to request teaching faculty speak only when facing the class, and not while writing on a whiteboard or facing away from the class.