

Faculty FAQ

I received a notification letter in my email. What does it mean?

The notification letter you received informs you that the student named is registered with the Disability Resource Center (DRC) and is eligible to receive the accommodations listed in the email. Please contact the DRC if you have any questions about the accommodations or how to provide them.

These accommodations don't apply to my online class. Is there anything I need to do?

While all in-class accommodations might not apply to online classes, sometimes testing accommodations do apply, particularly extended time. Accommodations such as ergonomic seating, a private room for testing and more, which categorically do not apply to online classes, can be disregarded. Consult with the Disability Resource Center if you have any questions about whether an accommodation applies in an online class or how to provide an accommodation.

Each term students must do a request to have their faculty accommodation letters emailed to instructors. Many times, students do their request as soon as they register and tend to request all the accommodations they were approved for without knowing if they will be needed, such as testing accommodations or with online courses alternative furniture.

A student requested ergonomic furniture. What do I do?

The student can complete an ADA Furniture Request Form on our website. The DRC will arrange for the appropriate ergonomic furniture to be placed if one is not already there.

How do I provide an accommodation that alters a fundamental outcome of the course?

Accommodations are not meant to alter the fundamental outcomes of the course or program. Contact the DRC to discuss how best to work with the student to ensure they have equal access.

How are accommodations requested and how do faculty receive them?

Students are required to login to AIM (the DRC's system for accommodations) at the beginning of each term and request their accommodations for each class per term. Faculty will receive an email with the accommodation letter stating the student's name, the course, and their accommodations.

Does the student need to request accommodations from me at the beginning of the semester?

No, accommodations can be requested any time during the semester, but they are never retroactive. We encourage students to request accommodations early on and to discuss their accommodations with professors as soon as they are approved by the Disability Resource Center.

Why haven't I received a student's accommodations letter for my class?

This happens when students have not logged on to request their accommodation letters to be sent in AIM. Faculty should not provide accommodations without this letter. If you have questions about if a student receives accommodations from the DRC and why you haven't received them please reach out to us.

Rarely, an instructor does not receive an accommodation letter if the instructor or the course changed and the contact information was not appropriately updated. If you suspect this may have happened please let us know as soon as possible.

A student with a disability has requested accommodations for my class. What steps should I take?

1. If a student has testing accommodations make sure you make a note of that, you may have to deliver material to the testing center or change the exam time limit in Moodle.
2. If the student requires a reader for their exams, the exam should be electronically delivered to the testing center. For online exams, the student can still take these in the testing center with reader software.
3. Talk privately with the student about the course expectations and discuss any concerns about accessibility.

I suspect I have a student with a disability. What should I do?

If you suspect a student has a disability, impairment, or a temporary condition that impacts their ability to learn or take a test please direct them to our website if they would like to seek services. Faculty can also direct students to the disability statement in their syllabus, along with the other CCC student resources such as ASG and Counseling. A referral to the DRC can be made by faculty via email. Please keep in mind students must be wanting to seek accommodations for the DRC to work with the student.

What information can the Disability Resource Center share with faculty?

We cannot discuss the specifics of a student's disability with you without the student's consent, but we can answer questions about providing accommodations and how to improve the student's academic experience. Students should not be asked the details of their diagnosis, but you can ask, "How can I help you succeed in my class?"

Do I need to lower my academic or behavioral standards for students with disabilities?

No, lower standards are not considered "reasonable accommodations" according to the Americans with Disabilities Act Amendments. All students are held to the same academic standards.

Can I choose not to provide any accommodations for my class?

If you are concerned about accommodations in your course, please immediately contact DRC staff. We are required to provide equal access to courses for students with disabilities and that is done by providing academic accommodations. The college and faculty individually can be held liable for not providing equal access to a student's education, the DRC works to make sure we stay in compliance across campus.

How can I communicate with students about their accommodations & What are things I can ask about?

Feel free to use the following accommodation letter as a talking point if you have questions about specific accommodations, that goes for talking to the DRC as well. If you're ever unsure if something is okay to do when talking to students who have or may have a disability, feel free to ask us. Just remember not to ask students what their condition(s)/ disability is. You can also ask about:

- How you can support them.
- About their accommodations and what they mean or how they work.
- How the memory prompt will be used.
- How you will coordinate exam accommodations.

What should I not ask?

A student's disability is protected confidential information. Staff are not allowed to ask students what their disability or conditions are. However, students are permitted to share this information if they choose to. Please do not assume a student's disability.

How can I best support my students with disabilities?

1. If you do not hear from a student after you receive an accommodation letter, reach out to them to discuss your expectations and class requirements. Discuss accommodations for your course and how they will work- especially for exam accommodations, any flexibility in attendance or homework, and memory prompt accommodations on exams.
2. Don't over accommodate. The student's accommodations are based upon documentation and if they need additional services they can meet with the DRC to see if they qualify.
3. Understand that all students, especially in online learning, get zoom and computer burned out. Maybe have some options to get the credit occasionally by doing a different assignment than being in zoom or watching a recording.
4. Many faculty post optional resources online, so students have, when available, optional ways to learn materials. For example, some learn better with one on one assistance,

videos on the topic, or written out guides. It can also be difficult to find the correct resources when students don't entirely understand the subject they're looking for.

If you have concerns with a student during the term keeping up with the course or understanding the content, please reach out to the Disability Resource Center. We can schedule weekly check-ins with the students and assist them in getting set up with tutoring or other resources as needed.

I am concerned about the student's behavior and/or accommodation related needs. What happens if it is brought up in class? (Student not attending or not turning in assignments)

It is important that the student's disability, accommodation(s) and registration with the Disability Resource Center remain confidential. Discuss these issues in private instead of addressing the issues in front of the class. If the behavior persists or you don't feel there is a clear understanding of appropriate behavior, you can contact the DRC to set up an appointment and discuss the problem with or without the student present.

What do I do if other students in the class ask why one student gets more time, notes or other accommodation and they don't?

If other students in your class ask about perceived unfairness or another student's accommodations, we suggest letting them know that each student has their own learning style and some students may have academic accommodations that are provided through the DRC.

My student needs captioning for videos, how do I do this?

To add captions to online course material and pre recording lecture please contact online learning. <https://kb.dl.clackamas.edu/guides/other-campus-technologies/kaltura-in-moodle/kaltura-multimedia-adding-closed-captions-cc/>