



Faculty Resource Guide

Office of Disability Services (ODS) provides academic support services to students with disabilities achieve their academic goals while ensuring compliance with federal and state laws that mandate equitable treatment and access to all programs and activities at La Sierra University. Individuals with disabilities are a protected class of individuals by federal, state and local legislation, which includes students with disabilities in the postsecondary environment. In order to be eligible for academic support services, students must be enrolled and registered for classes at La Sierra University. ODS currently offers the following accommodations and description of each accommodation is listed below.

Syllabus Statement

“It is the policy of La Sierra University to accommodate students with disabilities. Any student with a documented disability who requires reasonable accommodations should contact director of Disability Services, Megan McDonough, at (951) 785-2347 or ods@lasierra.edu, www.lasierra.edu/ods

Accommodation Letter

It is the student’s responsibility to provide the accommodation letter to their instructors if they would like to use their approved accommodation. The accommodation letter verifies the registration with Office of Disability Services and they type of accommodation the students was approved for. Instructors are encouraged to comply with the assigned accommodation. Failure to do so can result in legal liability to the campus. Instructors are encouraged to contact ODS if they believe that an accommodation modifies an essential class requirement.

Confidentiality

To respect and protect confidentiality of our students, it is essential not to disclose to the class, and the disability information be kept confidential. At no time should the class be informed that a student has a disability or otherwise release this information, except at the student’s

request. ODS will not disclose a student's disability only when student requests write an accommodation letter explaining that the student has a verified disability and the accommodations he/she is approved for. Any discussion relating to student's disability and accommodations should be kept private at all time.

Note Taker Accommodation

Some students have been approved for note taker accommodation. Due to the disability, it is difficult for some students to take notes on their own. Students have the option of recruiting their own note taker or having ODS recruit a note taker. If ODS recruits the note taker, a staff member from ODS will come to the class to make an announcement and recruit a note taker. The process takes less than 5 minutes and is usually done at the beginning of the class. The recruiting occurs during the first few weeks of the quarter. Occasionally, ODS may need to return to the class to find a replacement note taker.

Recording of Class Lectures

The audio recording of class lectures may be assigned as an accommodation. Recordings are for the student's academic use only and are not to be shared with other students. Students sign an agreement with ODS and are instructed to erase the recordings after the end of the quarter. Students must obtain a written permission from the instructor if he or she wishes to keep the recordings for future review. (A copy of the "Agreement for recording classroom activities" is attached) Instructors are encouraged to contact ODS if there are concerns about recording of specific class content.

Test and Quiz Accommodation

Students who have been approved for testing accommodations include additional time, a distraction free room, specialized computer equipment, a reader or other services. Students can either take their exams (including quizzes and mini exams) at the Testing Center or instructors may choose to proctor exams (if they can provide all approved accommodations). Exams administered at the Testing Center are free of charge for ODS registered students.

Students are responsible to turn in the required forms to Testing Center well in advance if they so choose to take the exams in the Testing Center. Final exam schedule at the Testing Center may differ from the published schedule due to extended testing time students receive. Students who need to have a final exam outside the given day must submit a petition to the CAS Deans office in advance of the date they wish to take the exam. A staff member from the Testing Center will contact instructors via email regarding testing arrangements (delivery and pick up of the exams). The best way to provide Testing Center with exams is to deliver in person or via email at testing@lasierra.edu (which will allow Testing Center to facilitate conversion of tests electronically for students with print-related disabilities). However, instructors also have the option to send the exams via fax. Exams are to be delivered prior to the exam date to avoid any delays. Any delays in students' start time may prevent students' access to their full testing time. All exams are proctored at the Testing Center and any observation of suspicious test taking behavior is reported to the instructors. Please be sure to indicate specific instructions for the exam (e.g. allowed open notes, scratch paper, use of calculator, open text book, etc). A staff member from the department or Instructor's signature is required when picking up the exams.

Alternate Seating

Some of the students have alternate seating accommodations such as sitting in the front of class, sitting near the exit door, use of accessible chair and/or table, etc. ODS approves each accommodation based on the student disability needs. ODS is responsible for placing alternate furniture in the classroom, however, it is the students' responsibility to communicate with the instructors regarding their accommodation.

Alternate Media

Alternate media accommodation (e-book/text, braille) is often approved for students who are blind or have low vision, students with learning disabilities and student with mobility disabilities. The process to convert print materials (text books, course packet, articles, recommended reading, etc) to an alternate format takes several weeks, sometimes several months. The process involves contacting the publishers for permission for conversion, editing of the electronic text for accuracy and making sure that the content is converted in a way that student is able to read or listen by using different software. It is imperative for instructors to submit book orders to the campus bookstore in a timely manner so that ODS can ensure students with disabilities have access to their text books.

Communication Services

Some students may require the assistance of American Sign Language interpreters, real-time captionist (i.e., court reporters) and use of FM amplification systems to facilitate receptive (i.e., hearing) and expressive communication (i.e., speech) in classes. ODS will notify the instructors a few weeks before each quarter that a student will use the services and information about how to work effectively with students who use these services.

FM amplification system-consists of a lapel microphone, transmitter pack and a receiver. The instructor wears the lapel microphone and transmitter pack.

American Sign Language Interpreters-Interpreters will stand in front of the class or sometimes to the side of the class depending on the classroom set up. The student will sit directly in front of the interpreter and may need additional help from the instructor to ensure that front seat is available.

Realtime or remote captioning-not all students who are deaf or hard of hearing understands American Sign Language. Some student will have Realtime captioning accommodation and some will have remote captioning.

Realtime captioning-A captionist (often trained as a court reporter or stenographer) uses a stenotype machine with a phonetic keyboard and special software. A computer translates the phonetic symbols into captions almost instantaneously and displays them on a laptop or on a large display screen. A slight delay may occur because of the captionist's need to hear and enter the words and the computer's processing time.

Real-time captioning can be used for programs that do not have written scripts or captions such as: lectures, classes, congressional or council meetings, news programs, and non-broadcast meetings, such as those of professional associations.

Remote captioning- is produced at a remote location and then transmitted to the site where the program is taking place. For example, in a lecture hall an instructor can talk into a microphone that is connected via telephone lines to a captionist in a different city. From that location, the captionist, using similar equipment as described above, transmits the captioned text via the internet, using special software, to a laptop.

Federal and state legislation requires that all videos/DVDs and other media (e.g., YouTube clips) shown in classes be closed captioned and the closed captioning be turned on. Transcripts and English subtitles in lieu of captions are generally not considered accessible.

Frequently Asked Questions

Q: What is the Disability Access Statement that I can add to my course syllabus?

A: “It is the policy of La Sierra University to accommodate students with disabilities. Any student with a documented disability who requires reasonable accommodations should contact Megan McDonough, Director, Office of Disability Services at (951) 785-2347 or ods@lasierra.edu.

Q: Can I require a student to register with ODS?

A: No. It is the student’s decision and responsibility to register with ODS. However, if the student discloses a disability or indicates that he/she suspects a disability, refer the student to ODS.

Q: What are note taker accommodations?

A: Due to a disability, some of the students may have difficulty taking notes in class. ODS provides note taker accommodation for the student to receive copies of someone else’s notes. The student must be present during class to receive the notes. It is not a substitution of attendance. The student may ask for your assistance in recruiting a note taker from the class. To ensure confidentiality of the disabled student, please be sure not to disclose the student's name when making the announcement. Once a note taker is identified, please refer the note taker to ODS to complete paper work.

Q: What if an instructor objects to the use of a recording device to record lectures?

A: Sometimes postsecondary instructors may not be familiar with Section 504 or ADA requirements regarding the use of an auxiliary or personal aid in their classrooms. Most often, questions arise when a student uses a tape recorder. College teachers may believe recording lectures is an infringement upon their own or other students' academic freedom, or constitutes copyright violation. *The instructor may not forbid a student's use of an aid if that prohibition limits the student's participation in the school program.* The Section 504 regulation states "A recipient may not impose upon handicapped students other rules, such as the prohibition of tape recorders in classrooms or of dog guides in campus buildings that have the effect of limiting the participation of handicapped students in the recipient's education program or activity. In order to allow a student with a disability the use of an effective aid and, at the same time, protect the instructor, the institution may require the student to sign an agreement so as not to infringe on a potential copyright or to limit freedom of speech".

Source taken from www2.ed.gov/about/offices/list/ocr/docs/auxaids.html

Q: Do I need to accommodate the student’s disability without any written verification from ODS?

A: No. The student will provide you with a letter of verification from ODS. The letter will explain the student’s affiliation with ODS and type of accommodations that were approved.