

DSP

Disability Services Program Faculty Handbook



Fairfield Campus, Room 407
(707) 864-7136 • solano.edu/dsp

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Disability Services Program (DSP)

DSP provides counseling and accommodation services to students with disabilities at Solano Community College (SCC). DSP is housed within the Student Services building, Room 407 on the Fairfield campus.

Staff Directory

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Referring Students to DSP

The following steps are recommended for faculty when determining if and when to refer students to DSP:

- Speak with the student privately.
- Approach the student with observable educational behaviors that reveal difficulty with the subject matter.
- Emphasize your concern regarding the student's success in your class.
- Avoid using labeling language like "learning disability".
- Encourage your student to follow-up with a DSP counselor.

Please keep in mind:

- Other disabilities or medical conditions may mimic learning disabilities.
- DSP students sign a consent of release of information allowing faculty to discuss their progress with us.

Accommodations

DSP provides accommodations to qualified students to help remove barriers imposed by disabilities in the classroom. Faculty members should be familiar with the process by which students receive and utilize different kinds of accommodations:

1. DSP Counselors meet with a student to verify disabilities and determine appropriate accommodations.
2. The student receives appropriate training and necessary information to utilize their accommodation(s) effectively.
3. The student may notify instructors of their accommodation(s) with an accommodations form, either via email or hard copy.
Note: students have a right to confidentiality and are not required to disclose accommodations or disabilities.

Alternate Media Accommodations

Some students are assigned Alternate Media or Assistive Technology to aide in the classroom and/or on assignments outside of the classroom. Some of these accommodations include:

- **Alternate Textbooks** – Provides copy of textbooks in alternate formats, including audio, digital text, or Braille.
- **Speech-to-Text Dictation** – Allows students who struggle with typing on a keyboard to dictate text with their voice.
- **Screen Readers** – Allows blind or visually impaired students to access and navigate computers and mobile devices by audio.
- **Portable HD Camera** – Provides magnification of classroom materials from a distance. Allows visually impaired students to access in-class materials (presentations, white board, etc.) without disturbing class.
- **Remote Captioning** – Provides text captioning services to deaf or hearing-impaired students using laptop computers.
- **Audio Note Takers** – Allows students to record lectures in class using smart pens, digital recorders, or mobile apps.
- **Text enlargement** – Provides enlarged version of printed classroom materials to visually impaired students.

If you have questions or would like to request information regarding Alternate Media, please contact the Alternate Media Specialist.

Note Taking Accommodations

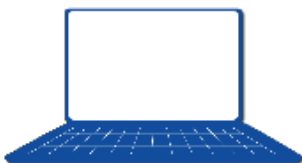
Some students may be assigned note taking accommodations. These provide students with the ability to take and/or receive notes from class.

- **Hired Note Takers** – Provides students with a classmate or other hired note taker to provide students with in-class notes.
- **Smart Pens, Audio Note Apps** – Please view details under Alternate Media Accommodations.
- **Digital Recorders** – Provides students with digital recording devices to record and listen to audio from class lectures. Please view details in Alternate Media.

Testing Accommodations

Some students are assigned testing accommodations. These provide students with equal access to classroom or online exams, without undue burden. These accommodations include:

- **Assistive Technology** – Allows the use of JAWS, Kurzweil, Dragon Naturally Speaking, or other Assistive Technology products during exams.
- **Breaks** – Allows breaks mid-test, not to be counted against test-taking time.
- **Distraction Reduced Setting** – Provides a quiet test taking environment in the DSP Office or Assessment Center.
- **Extended Time** – Provides additional time to what is allotted in class to complete exams.
- **Supplemental Resources** – Provides a calculator, Dictionary, alternative test format, or other supplemental resources during test.



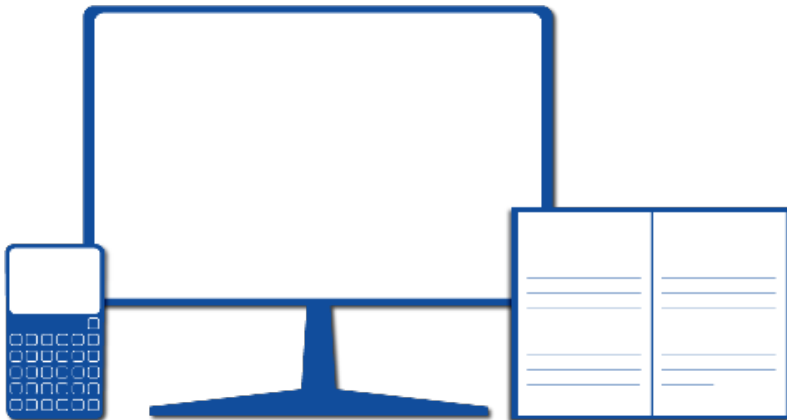
Accommodations (continued)

Other Accommodations

Some students deemed eligible for the following in-class or other accommodations:

- **Breaks** – Allows students breaks as needed to stand/stretch without penalty in class.
- **Meet with Instructor** – Provides that student must be allowed to meet at regular intervals with instructor to review lecture notes and assignments.
- **Preferential Seating** – Provides that student must have reserved seating in the front of class, near instructor, or wherever necessary to accommodate needs.
- **Priority Registration** – Provides early registration so that student may be sure to enroll in all necessary classes for course of study.
- **Supplemental Resources** - Provides a calculator, dictionary, spell check, or other supplemental resources during class.

For additional information on any of these accommodations please contact the DSP front office at (707) 864-7136.



Faculty Resources

The following resources are intended to assist and protect you in the classroom as an educator.

- **Canvas Faculty Frequently Asked Questions (FAQs)** – Helpful information for faculty creating content for Canvas. <http://solano.instructure.com/courses/1314254>
- **DSP Faculty Resources** – Resources for faculty members teaching students with disabilities, including Faculty FAQs. <http://solano.edu/dsp/faculty.php>
- **SCC Faculty Online Resources** – Resources and information for faculty teaching online classes or using Canvas to assist with their course content. http://solano.edu/online_classes/teach.php
- **AccessCollege** – Helps postsecondary faculty increase the success of all students. <http://washington.edu/doit/programs/accesscollege>
- **California Community College (CCC) Accessibility Center** – Offers services, guidance and technical assistance creating an accessible technology environment. <https://cccaccessibility.org/>
- **National Center on Accessible Information Technology in Education (AccessIT)** – Resources to help educational entities with accessible IT. <http://www.washington.edu/accessit/>
- **Americans with Disabilities Act (ADA)** – Guarantees that people with disabilities have the same opportunities as everyone else to participate in the mainstream of American life. <http://ada.gov>
- **Web Content Accessibility Guidelines (WCAG) 2.0** – Recommendations for making web content accessible for people with disabilities. <http://w3.org/TR/WCAG20/>
- **National Center on Disability and Access to Education (NCDAE)** – One-page accessibility resources developed to assist anyone who is creating accessible content. <http://ncdae.org/resources/cheatsheets/>

Rights and Responsibilities

SCC enforces certain rights and responsibilities for all students, faculty members, and the college itself. The following are intended to protect all staff and students and provide an accessible experience for all.

College Responsibilities

- Prohibit discrimination against individuals with disabilities.
- Reduce or eliminate physical, academic and attitudinal barriers.
- Maintain strict student confidentiality.
- Develop a shared responsibility and community for individuals with disabilities.
- Assist students in self-advocacy.
- Assist students in problem solving.
- Be sensitive to the individual personalities of students in communicating their needs or attempting to maintain dignity with a difficult issue.
- Provide reasonable accommodations. (DSP)
- Guide students to campus and community resources. (DSP)
- Serve as liaison with faculty when a medical emergency necessitates an extended absence. (DSP)

Faculty Rights

- **Classroom Behavior** – All students must adhere to the College Code of Conduct. Infractions of this code should be directed to the Vice President of Student Services. If the student has been identified as a student with a disability, this information should be provided to the Vice President to facilitate collaboration with DSP.
- **Challenging Accommodations** – A faculty member has the right to challenge an accommodation request if they believe it is not appropriate for the class. If the accommodation would result in a fundamental alteration of the program, the institution is being asked to address a personal need, or the accommodation would impose an undue financial or administrative burden on the institution, the college may deny a request for a specific accommodation.
- **Taping Lectures** – It is the faculty member's right to request a written Classroom Accommodation Agreement before allowing the student to tape record the class.

Faculty Responsibilities

- **Shared Responsibility** - As an employee of SCC, which has compliance obligations under federal laws, the faculty member shares the responsibility to provide reasonable accommodations for students with disabilities. The faculty member is a partner in helping to meet the needs of the qualified disabled student and participates in the development of accommodations for their students.
- **Confidentiality** - Students with disabilities are protected under Family Education Rights and Privacy Act (FERPA) and the civil rights laws. At no time should the faculty make any statements or implications that the student is any different from the general student population.

Examples:

- Do not ask the student to come to the classroom and then leave with a test in-hand.
 - Do not place the student in any obvious place to take an exam because you want to be close to them in case they have a question.
 - Do not discuss the student's needs or accommodations other than in a private place.
 - Do not make comparisons between students with disabilities and other students.
- **Syllabus Statement** - DSP recommends that each course syllabus contains an accommodation statement. For example: "If you have a disability and might need accommodations (support services) in this class, please contact Disability Services Program as soon as possible to ensure that you receive the accommodations in a timely manner. You may also discuss your need for accommodations with me."

Rights and Responsibilities (continued)

Student Rights (abridged)

According to the California Code of Regulations (Title V), the Rehabilitation Act of 1973 (Section 504), and The Americans With Disabilities Act of 1990 (ADA), students have certain rights:

- Not to be denied access due to a disability.
- Reasonable accommodations that provide equal opportunity.
- Access to auxiliary aids and/or assistive technology.
- Not to be counseled toward more restrictive career goals.
- Assistance from DSP in removing any physical, academic, or attitudinal barriers.
- Not to be discriminated against due to a disability or receive any retaliatory discrimination.
- Identify themselves to DSP if they wish to receive services through DSP.
- Participation in DSP shall be entirely voluntary.
- Students shall not be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity in a public entity. Students shall not be discrimination against in any way on the basis of disability.
- Receiving DSP support services/accommodations or DSP instruction shall not preclude students from participating in any other course, program or activity offered by the college.
- All records maintained by DSP personnel pertaining to students' disabilities shall be protected from disclosure and shall be subject to the Family Educational Rights And Privacy Act requirements for handling of student records.

For the full text of student rights please visit the DSP Webpage at <http://solano.edu/dsp>

Student Responsibilities

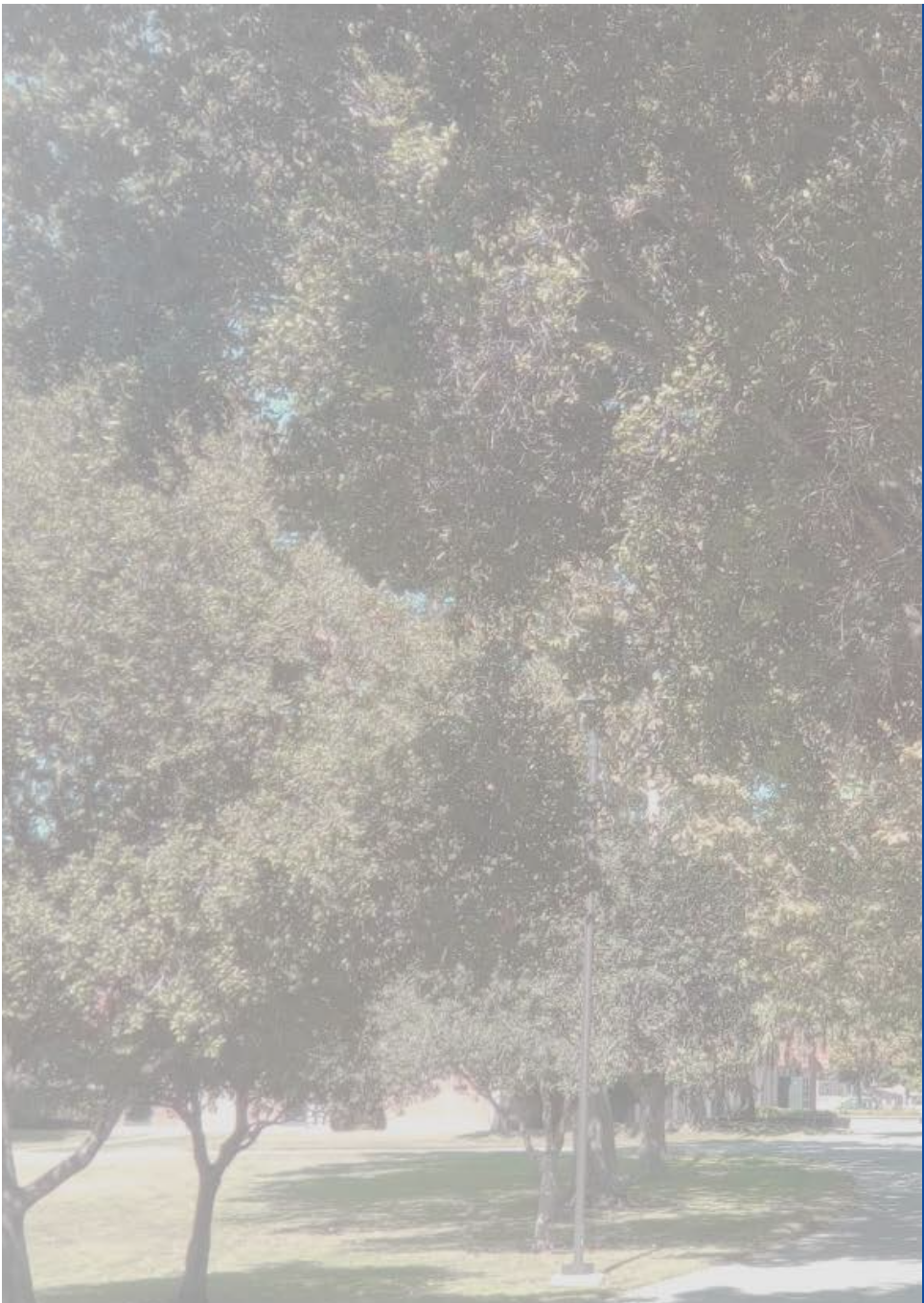
- Provide DSP with the necessary documentation of a disability.
- Voluntarily request services.
- Meet with a DSP specialist to complete a Student Educational Contract.
- Demonstrate measurable progress toward the goals in your Student Educational Contract.
- Notify DSP in advance of any absences from class or appointments if you are using readers, interpreters, tutors, and/or other assistants.
- Return any equipment on loan from DSP at the end of each semester.
- Maintain behavior appropriate in an educational setting.
- Provide for their personal independent living needs or other personal disability related needs.
- Adhere to DSP policies for accommodations.
- Adhere to the SCC Student Code of Conduct and Academic Honesty policy.

SCC Student Code of Conduct

Students are held individually responsible to abide by the SCC Student Code of Conduct. Failure to read and comply with college regulations will not exempt students from whatever penalties they might incur. Students are expected to conduct themselves in an acceptable manner while on campus and when representing SCC in any off-campus activity. Specific rules and regulations and applicable penalties for violation of the Student Code of Conduct (Ed Code 66300) are available in the Office of the Vice President of Student Services at any time.

Academic Honesty

The Student Code of Conduct published in the SCC catalog defines dishonesty as “. . . cheating, plagiarism, or knowingly furnishing false information to the college.” Such behavior shall constitute sufficient cause for the initiation of disciplinary action.



Produced by the SCC Alternate Media Program. If you would like to request accessible copies of this or other DSP resources please contact the Alternate Media Specialist at (707) 864-7261