



ACCOMMODATING STUDENTS
with DISABILITIES



ACCESS EDUCATION



ACCESS THE WORLD



DSS Disability Services for Students



Disability Services for Students

- Protect rights of students and university under ADA, Section 504 and FHA
 - ADAAAA- broader definition – increase students
- Accommodations are in place to provide equal access in the university environment.
 - No special admission standards



Disabilities at IU

- IU must make accommodations for students with conditions that impact current academic performance
- Students identify themselves to DSS through self-disclosure
- DSS accommodates students with *all* types of disabilities (physical, medical, psychological, LD, ADHD, etc.)



Collaboration

- Key to success is a partnership between the student, instructor and DSS office.
- Accommodations are designed to allow students to show mastery of course content.
- We are here to provide assistance, guidance and support for you as you deliver accommodations to students.



What We Do

- Determine classroom and testing accommodations
- Collegiate Life Coaching (CLiC)
 - Provide time management, organization, and other success strategies
- Make referrals to campus and community resources
- Offer assistance for temporary impairments
- Provide education and outreach to the university community
- Address campus accessibility issues



How to Receive Accommodations

- Students must self-identify through online registration
 - Once a student makes needs known to anyone at the University, IU must respond.
- Submit documentation – staff review
- Accommodation orientation – interactive process
- DSS provides the student a “memo” to take to instructors each semester – self advocate!
- Students meet with faculty to arrange accommodations & review responsibilities



Memo

- Memo Appearance
 - New process: students print memo
- Student Responsibilities
 - Student accountability
- Faculty responsibilities
 - Faculty handbook
 - Contact DSS if have questions



What is a reasonable accommodation

ADA: “make reasonable modifications in policies, practices or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making such modification would fundamentally alter the nature of the services, program or activity”



Accommodations at IU

- Most common accommodations
 - Extra time, quiet setting, note taking
- Less common accommodations
 - Extension on absences (flexible attendance)
 - Referral to Assistive Technology and Accessibility Center
 - Braille, electronic formats, large print, interpreters
CART: communication access remote transcription
 - Software- Speech to text and text to speech



Extended Test Time

- When providing testing accommodations in your department, inform student of where and when they will test.
 - Times cannot conflict with their other classes or exams
- If your department cannot provide exam accommodations for a student, faculty may refer them to DSS by completing an online test/exam request.
 - Limited space so please plan ahead.
 - <https://studentaffairs.indiana.edu/disability-services-students/exam-accommodations/terf.shtml>



Getting Testing Accommodations

1. Student presents memo to instructor
2. Instructor must submit Exam Request Form (ERF)
 - Ideally, as soon as memo is received
 - At least ten (10) business days prior to exam time during semester
 - At least fourteen (14) business days prior to final exams
3. After ERF received by DSS, student schedules exam time with our office
4. Exam return method carried out based on ERF



Testing through DSS

- Ten (10) testing spaces in-office
- Lockers for belongings
- Proctor-supervised
 - Proctor log details individual exam information
- Allowances based on accommodations in addition to ERF instructions



Uncommon Accommodations Typical for Mental Health & Chronic Medical

- Attendance flexibility
 - Student and instructor will complete *online agreement* to determine what flexibility is **reasonable**
 - Agreement will allow the student to understand instructor expectations regarding disability-related absences
 - Flexibility should not compromise the integrity of the course and should set clear parameters
 - Copies of agreement are sent to DSS, the instructor and student
 - DSS does not sanction unlimited absences



Student Responsibilities

- Must present memo to be eligible for accommodations
 - Meet with faculty during office or arranged hours
 - Accommodations are forward moving
 - Must give adequate notice – not day before needed

- Keep faculty and DSS informed of any concerns



Faculty & AI Role

- Review memo and determine how you will provide each accommodation
 - Students continuously register with DSS
- Discern and uphold integrity of essential course content and academic standards
 - We look to you for guidance
- Provide only DSS approved accommodations to students:
 - To go outside of the memo sets precedent
 - Refer students without memo to DSS



Faculty & AI Role Continued

- Keep all student disability information confidential
- Respond quickly to advance notification contact from DSS
 - Time sensitive information
- Work collaboratively with Assistive Technology and Accessibility Center (ATAC)
 - Technology takes a minimum of 3 weeks notice to put in place
 - Captioning, lecture capturing, braille, etc.



University Approved Syllabus Statement

Every attempt will be made to accommodate qualified students with disabilities (e.g. mental health, learning, chronic health, physical, hearing, vision neurological, etc.) **You must have established your eligibility for support services through the appropriate office that services students with disabilities.** Note that services are confidential, may take time to put into place and are not retroactive; Captions and alternate media for print materials may take three or more weeks to get produced. Please contact your campus office as soon as possible if accommodations are needed. Find your office at: <http://ada.iu.edu/students/index.shtml>



Service & Emotional Support Animal

Service Animal:

- Dog (miniature horse) that is individually trained to do work or perform tasks for the benefit of that student
- Due to a disability such as a physical, sensory, psychiatric, intellectual, or other mental disability

Emotional Support Animal:

- Provides emotional support or acts as a therapy animal



Service Animal Eligibility Questions

1. Is your dog (horse) a Service Animal that is required because of the disability?
2. If yes, you may ask: What work or tasks has the dog been trained to perform?
 - Emotional support is not a task



Emotional Support Animal

- Are not part of ADA, only FHA
- Residential accommodation
 - Careful of setting a precedent
- Residential Programs & Services
 - Rabbits, rats, ferrets, dogs, cats, sugar gliders, hedge hogs - etc.
 - Denied coral snakes and tarantulas
- ESA vs service dog? - contact DSS



Summary

- Only provide accommodations listed on the memo
- Respond in a timely manner to DSS communication
- Contact DSS with any other questions or student issues
- Always remember that we are here as a resource for you, do not hesitate to contact us with questions or concerns



Instructor Questions

What questions do you have?



FAQs

If a student mentions a **disability** is the reason for poor performance- should refer right away?

- Yes

What do I do if I suspect that a student might have a disability?

- Arrange to discuss a variety of IU academic supports with the student
- In this context, it would be appropriate to mention DSS
- Once student self-identifies, the person they identified to assumes a level of responsibility

Concussions: Conduit for information from medical provider- not covered under ADA



FAQs

Student or parent call that student is in hospital or home due to illness?

- Dean of Student 1st choice unless due to mental health or something will need ongoing accommodations

Are there instances students have been referred to DSS and it was not appropriate?

- Dropping all classes should go to Student Advocates

What if student brings a doctor's note?

- Follow University's policy

[View online.](#)



INDIANA UNIVERSITY BLOOMINGTON



DIVISION OF STUDENT AFFAIRS

DISABILITY SERVICES FOR STUDENTS

August 22, 2019

Dear Instructors,

Disability Services for Students (DSS) is pleased to announce improvements to our accommodation delivery process. Beginning Fall 2019, students will request and pick up their Academic Modification Memorandum (Memo) through our online Student Portal. This will streamline services for our students, and we want to make you aware of a few changes before the semester begins.

What is new?

- The memos will look different. We have simplified the design and standardized content as much as possible. In addition, students will print their own memos. Memos will no longer be printed on watermarked DSS letterhead.
- Students will **not** be able to access their memos through the Student Portal until after the first day of undergraduate classes – **Monday, August 26, 2019**. This is due to the way our software integrates with SIS. By waiting until the first day of classes, we can ensure the most accurate student information.

How you can help.

- Remind your students of our new process when you are going over your syllabus. First-year and returning students will receive an email describing the new process and providing step-by-step instructions for how to obtain their memos, but a verbal reminder from you will help us reach all of our students and reduce potential delays in memo delivery.
- Invite your students to schedule a time to meet with you to discuss their accommodations. Indiana University still requires student to initiate their accommodations by meeting privately with their instructors and providing you

with a printed copy of the memo. An invitation to do so will help your students overcome any feelings of hesitation.

We greatly appreciate your assistance with getting the word out to students and look forward to working with you in the upcoming term.

Please feel free to contact us if you or any DSS students have questions.

Sincerely,

Disability Services for Students

Wells Library W302

1320 E. Tenth Street

Bloomington, IN 47405

Office hours: Monday through Friday, 8 a.m. to 5 p.m.

studentaffairs.indiana.edu/student-support/disability-services

Phone: 812-855-7578

Fax: 812-855-7650

iubdss@indiana.edu

CELEBRATING *200* YEARS

Disability Services for Students is part of IU's Division of Student Affairs.
Connect with us.

Disability Services for Students
1320 E. Tenth Street Herman B Wells Library, Suite W 302
Bloomington, IN 47405

This message is intended for Shedd, Jill Denise (jshedd@indiana.edu). Learn why we're including this: go.iu.edu/emailsafety.

To update communication preferences, visit the [Profile Center](#).