



## **Student Accessibility Services**

### **Student Information Packet**

**Student Accessibility Services** is committed to providing equal access to educational and social opportunities offered at Alvin Community College. This is achieved through the provision of reasonable and appropriate accommodation for qualified students with regard to disabilities and with regard to the potential for success as defined in Section 504 of the Amended Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Section 508 of the Rehabilitation Act of 2000, and the ADAAA of 2009.

The Americans with Disabilities Act (ADA) is a federal civil rights statute that prohibits discrimination against persons with disabilities. The ADA is designed to provide equal access and remove barriers which prevent qualified individuals with disabilities from enjoying the same opportunities that are available to persons without disabilities. Institutions, when providing accommodation for disabilities, are not required to lower academic standards or compromise the integrity of the school or program.

## **The Accommodation Process**

**1. Students need to Complete the SAS Accommodation Request Form.**

Students who complete Accommodation Request Forms but do not provide documentation or complete the intake process are not eligible to receive accommodations. In such cases, Student Accessibility Services will make a reasonable effort to contact the student. If the student does not respond within thirty days or chooses not to complete the process, the student's disability information will not be retained.

**2. Submit the appropriate documentation.**

An educational, medical and/or a psychological diagnostic evaluation report is required. The documentation should be a current well-written report with an interpretive summary that provides evidence of a disability and limitations in an academic environment.

**3. Complete an Intake Interview.**

The Intake Interview or initial meeting includes a brief review of the submitted documentation and request for academic accommodations, as well as a review of the student's educational goals and the academic program.

**4. Submit a request for accommodations each semester (page 4).**

If approved for accommodations, the student will be responsible to complete a Semester Request Form each semester that he/she is enrolled in classes. The student is responsible for contacting Student Accessibility Services at least two weeks before subsequent semesters to receive an updated disability letter (four weeks when adaptive equipment or interpreter services are needed). Failure to do so could result in delay or suspension of services.

**5. Submit and discuss your approved accommodations with each instructor (page 5).**

After receiving your accommodation letter, be sure to contact each instructor to make specific arrangements for any necessary accommodations. Understand that your accommodations are not retroactive and are not applicable until you have discussed any academic accommodations with each instructor.

**6. Set up testing arrangements with instructor(s) and the Testing Center (page 6).**

The student is responsible to set up any special testing arrangements agreed upon with his/her instructor and, if applicable, for making an appointment with the Testing Center at least one week in advance of any test deadline. Otherwise, there is no guarantee that the accommodations can be in place when needed.

**7. Addressing Questions and Concerns**

Contact the SAS office with questions or concerns regarding accommodations or services. Students can access information about complaints at

<https://www.alvincollege.edu/student-information/student-complaints.html>.

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### **Accommodation Acknowledgment Statements**

1. The student is responsible for discussing his/her accommodations with each instructor after receiving his/her accommodation letter to discuss specific arrangements for any necessary accommodations.
2. The student is responsible for setting up any special testing arrangements as agreed upon with the instructor and, if applicable, for making an appointment with the Testing Center at least one week in advance of the test deadline. If the student does not identify what accommodations are necessary or schedule in advance there is no guarantee that the accommodations can be in place when needed.
3. Understand that accommodations are valid for the duration of one (1) semester and the student is responsible for contacting Student Accessibility Services at least two weeks before subsequent semesters to request a new semester accommodation letter and at least four weeks when specialized equipment or interpretive services are needed. Failure to do so could result in delay or suspension of services.
4. Understand that my accommodations are not retroactive and are not applicable until the student has discussed his/her approved accommodations with the instructor(s).
5. Understand that as a student who has a documented disability that affects the ability to take notes in class, he/she may record the class lectures. The recording is for personal academic use only and cannot be used for any other purposes. All recording is at the discretion of the instructor, recording may be prohibited during portions of the class that involve personal discussion or self-disclosure by the instructor or other students who participate in the discussion. Refer to Recording Policy and Agreement (page 8) for further details.
6. The student provides consent for Student Accessibility Services staff to discuss accommodation information with Alvin Community College faculty, staff and administrators. Understand that the information will remain confidential and will be used only in providing appropriate support necessary for equal access and participation in courses and programs at Alvin Community College.

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### Requesting Semester Accommodations

1. Once accommodations have been agreed upon and you have signed the Accommodation Acknowledgment Letter, you will need to complete a **Semester Request Form**.
  - Each semester you are registered and request academic accommodation a Semester Request Form will need to be filled out and submitted to the office.
  - The form should be submitted at least two weeks prior to start of each semester to ensure your accommodations are available by the start of the semester.
  - A **Semester Request Form** can be found at the end of this document.
2. Semester Request Forms are generally located outside the Student Accessibility Services Office and online at <https://www.alvincollege.edu/disability-sas/> or The POD <https://portal.alvincollege.edu/>
  - You can submit the form in-person, send the form by fax to 281-756-5760, or by email to [SAS@alvincollege.edu](mailto:SAS@alvincollege.edu).
3. The first week of the semester you may pick-up your Semester Accommodation Letter(s) in person or request the letters be sent electronically to your ACC student email address.
  - It is the student's responsibility to initiate communication with the instructor(s) to ensure their accommodations are in place.

#### **Classroom Accommodation Letter Process:**

1. The Student meets with the instructor(s) to present the Semester Accommodation Letter and Student Accommodation Form.
2. Instructor and student discuss the accommodation(s) and make the appropriate agreement(s).

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### Student Accommodations Letter Discussion Tips

**\*\*THIS PROCESS CAN BE COMPLETED ELECTRONICALLY THROUGH EMAIL OR VIRTUAL MEETING\*\***

#### **If possible, meet with your Instructor BEFORE CLASSES BEGIN**

- Email or call your instructor to set-up an appointment to speak with them about your accommodations, if possible. “My name is ... I have a letter from Student Accessibility Services Office. Can we make an appointment, or do you have time to talk privately now?”

#### **Appointment**

- Knock on the office door before entering; Make eye contact; Introduce yourself.

#### **Present letter and let instructor read it**

- Explain the accommodations letter in your own words.
  - You do not have to identify / state your disability. It is up to you.
- If there is discussion or questions regarding an accommodation be calm but firm that accommodations as written should be tried first.

#### **Discuss the accommodations listed on the letter and how they can be implemented.**

For example:

- Ask when copies of power point presentations will be available, if they will be posted online, or emailed (if this is part of your accommodation).
- Ask when and how the instructor wants to be reminded of testing accommodations and dates.

#### **Make sure to ask the instructor about testing**

- When, in the class period, are the tests usually given?
  - Beginning, Middle, End?
  - If Beginning when can the test be done so lecture time is not missed?
- Understand their expectation and convey your expectation
  - Reference the course syllabus (testing dates, timelines, etc.)
  - The classroom setting/environment (seating, lighting, etc.)
  - Testing expectations (advance notice, Testing Center, etc.)
  - IF you opt out of ANYTHING on the accommodation sheet, and/or special arrangements are made write it out, sign/initial it, and date it (similar confirmations can be made via email).

#### **If instructor refuses an accommodation**

- Show them the part of the letter stating the process to be followed and notify Student Accessibility Services immediately.

**Thank the instructor for their time and attention.**

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### Testing Center Procedures

#### Scheduling your Test

- Make appointments with the **Testing Center** 72 hours (3 days) in advance based on test dates and quiz information in the course syllabus and communication with the instructor.
- If an appointment time is missed Instructor Permission may be needed for a rescheduled testing session.
- If prompt arrival is not possible or an emergency takes place, please contact instructor and the Testing Center (281-756-3526) as soon as possible.
- If the testing date changes after the appointment is set, the Testing Center may need instructor approval.
- Extended time on the test does not mean an extended deadline to take the test.

#### Testing Center Guidelines

- Must show proper ID before test can be administered.
- No cell phones, pagers or other personal data devices are allowed in the testing room. These items must be stored and held by the Testing Center staff during testing.
- Any ringers or alarms on watches must be turned off or set to vibrate.
- If testing requires the use of blue books, or a Scantron, it is the student's responsibility to provide them.
- All instances of academic dishonesty that take place in the Testing Center will be reported to the instructor. (*See Student Handbook*)
- If the integrity of the exam is in question, the exam will be removed immediately and the instructor promptly notified.
- All paper written on during testing must be turned in to the proctor at the end of the test.

#### Proctor Guidelines

- Auditory tests will be taken on the computer using a screen reader if at all possible, a human reader will be the last choice.
- The proctor and student must conduct the examination session in a manner that supports the academic integrity of the college and the Testing Center at all times.
- The student must not make inappropriate requests of the proctor, such as asking them to provide information related to an examination question, extraneous conversations during examinations, or asking them to fill out forms for them using his/her own judgment. If a student makes an inappropriate request of a proctor, an incident report will be submitted and appropriate action will be taken. Instructor will be notified.
- If a reader is reading, the reader may be requested to reread a question but may not be asked for clarification.
- Any scribed work must be signed by the student as correct, or may be recorded for clarity.

## **Confidentiality Statement**

All interactions with the Student Accessibility Services Office at Alvin Community College are confidential. All records or documentation of disability are confidential and stored in a secure location. No record or documentation of a disability is recorded in any academic, educational or job placement file. Student Accessibility Services staff adhere to strict standards of confidentiality as required by federal and state law and professional ethical standards. Information disclosed to Student Accessibility Services staff will not be revealed without the student's full knowledge, unless mandated by ethics, law, or written consent.

### **Exceptions to Confidentiality**

An exception to confidentiality occurs when there is evidence of clear and imminent danger of harm to self and/or others. Texas state law requires reporting of physical abuse, sexual abuse or neglect of a child or elder that is learned of or highly suspected. A court order, issued by a judge, may require the release of information contained in records and/or require Student Accessibility Services Staff to testify in a court hearing. You may request, in writing, that Student Accessibility Services release specific information about your disability to persons or to agencies you designate. Student Accessibility Services Staff may consult with other Alvin Community College administrators, faculty, or staff to facilitate equal access to all services and programs.

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### **Recording Policy**

The use of recording device is one of the accommodations specifically identified, under Section 504 of the Rehabilitation Act, as a means to have equal access in the participation of an educational program or activity. Students with disabilities may have the right to record lectures that pertain to information needed to be successful. Faculty and outside lecturers have rights to their intellectual property and class members have rights to their privacy.

*The following agreement acknowledges the rights of the student with the disability, instructors, lecturers, presenters, and other students in the class.*

### **Recording Agreement**

- ❖ I understand that as a student enrolled at Alvin Community College (ACC), who has a documented disability that affects my ability to take notes in class, I may record the class lectures.
- ❖ I understand the recording is for personal academic use only and cannot be used for any other purposes.
- ❖ I understand that I may not upload, broadcast, transcribe, share or release the recording to any other party.
- ❖ I understand that at the discretion of the instructor, recording may be prohibited during portions of the class that involve personal discussion or self-disclosure by the instructor or other students who participate in the discussion.
- ❖ I understand that violation of this agreement in any class may subject me to liability under copyright laws and is a violation reviewable under the ACC Student Code of Conduct. If this happens, I will be asked to surrender all recorded material and lose approval of recording as an academic accommodation.
- ❖ I understand that if while using my phone or tablet to record a class I am found to be using the device for any other purpose (texting, on the internet, etc.) then I will lose the ability to use like devices and will only be allowed to use a digital recorder to record lectures in class.



**Semester Accommodation Request Form  
Request for Faculty Notice**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_

I am a Dual Enrollment Student at \_\_\_\_\_

Please prepare an accommodation letter for the class(es) listed below:

Course/Section: \_\_\_\_\_ Semester: Fall Spring Summer

Course/Section: \_\_\_\_\_ Semester: Fall Spring Summer

Course/Section: \_\_\_\_\_ Semester: Fall Spring Summer

Course/Section: \_\_\_\_\_ Semester: Fall Spring Summer

Course/Section: \_\_\_\_\_ Semester: Fall Spring Summer

Course/Section: \_\_\_\_\_ Semester: Fall Spring Summer

Course/Section: \_\_\_\_\_ Semester: Fall Spring Summer

I prefer to:

Pick up my letter(s) during the first week of the semester

Have my letter(s) emailed to me

*I realize I am responsible for discussing my accommodations with each of my professors after receiving my accommodation letter to discuss specific arrangements for any necessary accommodations, and understand that my accommodations are not retroactive.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_