

Student Disability Services Faculty Guide

What is the purpose?

Students with disabilities must be able to:

- Engage in the same activities
- Access the same information
- Enjoy the same services and benefits as a person without a disability.

This access must occur:

- In an equally effective and integrated manner
- With substantially equivalent ease of use
- Free of discrimination.

SDS aims to create and promote a more accessible and inclusive learning environment for students with disabilities. When access is not available through universal design or the inherent nature of the course, accommodations are legally required under section 504 of the Americans with Disabilities Act (ADA).

Professors can review a students Accommodation Determination Letter (ADL) through our SDS online portal. Students should also send their ADL directly to the instructor in order to best engage with them about how to implement accommodations.

Summary of SDS Student Process:

1. Students connect with SDS by completing an online application and submitting documentation of their disability via the SDS Student Portal.
2. Students receive an email informing them that their application will be reviewed by their assigned specialist and the Director, and they will receive follow up within 10 business days.
3. Once their accommodations have been approved, the student will be contacted by their assigned specialist to schedule their intake appointment.
4. Students attend their SDS Intake with their assigned specialist, where they will be given a comprehensive overview of their accommodations, how to implement them, and on-campus resources to further support them along their academic journey at NEIU.
5. After the Intake, the student is registered with SDS and accommodations are set. Although faculty can access the students' ADL through the SDS portal, students are encouraged to email their ADL directly to their instructors.
6. Unless noted otherwise, students' ADLs are valid for the duration of their

studies and do not have an expiration date.

General Faculty Information:

- Once the student requests their accommodations, the portal will automatically send the professor an email with a link to the Instructor Portal (email will come from: sds@neiu.edu). The professor will log in to the portal with NEIU login information to view and confirm each student's accommodations.
- Students may request accommodations at any point in the semester.
- Accommodations are not retroactive.
- The knowledge of a disability should be treated in a confidential manner by the instructor. Identifying a student to peers or making comments about a student's disability in class violates the student's right to privacy.
- Instructors can engage with students about their accommodations and how to best support the student, but should not ask students specific questions regarding their disability.

Reasonable Accommodations:

The purpose and ultimate goal of SDS is access. Accommodations are determined based on the student's functional limitations, but SDS has no knowledge of the professor's course design. If an approved accommodation is not appropriate because it would fundamentally alter the nature of the course pedagogy, then other accommodations or means of access need to be considered to the extent possible. If a professor feels this is the case, they should reach out to the student's Program Support Specialist.

Common Classroom Accommodations:

Extended time on exams/quizzes: 1.5, 2.0, 3.0

- Students approved for extended time on exams/quizzes must schedule their exams with SDS two weeks prior to exam/date.
- Faculty can provide a copy of the exam to SDS either in person, via email, uploading it to the online portal, or unlocking the exam time if it is on D2L.
- If a student must reschedule their exam, SDS must receive approval from their faculty

Testing in Student Disability Services

- In order to receive their extended time for in person exams/quizzes, students are expected to test in the Student Disability Services office.
- Students must schedule their exams via the SDS Student Portal.
- The latest a student can schedule an exam with SDS is 2:30PM.

Extended time on individual assignments: 24 hours or 48 hours

This accommodation is a stop gap measure, to assist students in managing a chronic condition but does not relieve the student from the responsibility, expectations, and benchmarks for the course. Students should make every effort to turn in assignments on time.

- Faculty can determine the extended deadline for an assignment beyond the accommodation
- Students are encouraged to meet the deadlines for assignments
- Students need to work with their instructors to determine the maximum extension that can be given for an assignment before compromising the essential pedagogical benchmarks, function/outcomes of the course/program
- The number of days given for each assignment extension depends on the interactive, pedagogical, participatory nature of an assignment/course
- Unexpected illness or injury, a recent diagnosis, onset, or change in condition may compromise the essential function of the course and the student may need to consider an alternative course or possible withdrawal from the course
- Accommodation cannot be applied retroactively.

Digital Recorder App for Notetaking

- Student approved for this accommodation will have access to notetaking app and will need to use their preferred electronic device (such as a laptop, cellphone, tablet, etc) to use the app
- Recordings are for the students use exclusively
- Students are not allowed to share or publish recordings
- Students may not record freeform conversations when other students are not taking notes
- Students may not record freeform conversations where sensitive, or confidential material is discussed.

Two day absence extension from class due to disability

This accommodation is a stop gap measure, to assist students in managing a chronic condition but does not relieve the student from the responsibility, expectations, and benchmarks for the course. Students should make every effort to attend all classes.

- Instructors can determine the absence policy extension that can be given to the student beyond the accommodation.
- Instructors can request doctor's note if the student exceeds the agreed extension for absences
- If you exceed the extended absence policy agreement with your instructor and you do not provide a doctor's note, the instructor can mark your absence as unexcused
- Students should discuss strategies, and plans for due dates of assignments with your instructor
- If the course is interactive, or has participatory requirements (e.g. applied music performance, lab work, class discussions, presentations) that require the student's presence to complete the course successfully, the student may have to consult with their academic advisor for alternative courses
- If your absences affect the course's essential pedagogical benchmarks, functions/outcomes you may have to consider another course, or withdrawing from the course
- Accommodations cannot be applied retroactively.

Alternative format for text

- Students approved for this accommodation are responsible for purchasing books in their preferred format
- Students will have access to screen-reading technology and programs for alternative format, but this does not guarantee availability
- If textbook to pdf conversion is necessary, requests must be made at least two weeks in advance.

Periodic breaks during exams/quizzes

- This accommodation serves as a stop gap measure, to assist students in managing a chronic condition
- The breaks should be taken within the allotted extended time of the exam
- Students are encouraged accordingly, so it does not compromise/shorten their extended time.

ASL interpreters for enrolled classes when applicable

- Interpreting services will not apply to courses where the student is already using CART services.
- Interpreting services may not apply to some courses with a concentration in performance, applied skill, or participation (e.g. music courses, art courses, etc.).

Alternative to in-class oral Presentations (e.g. presenting to instructor alone)

- If this accommodation alters the essential function/outcomes intended for the course, you may have to consider registering for another course
- Students that have this accommodation are encouraged to meet with their academic advisors, before registering for their courses to determine which courses do not require oral presentations
- Students are encouraged to meet with their instructors in a timely manner, to discuss alternative assignments to oral presentations.

Alternate placement/assessment location due to student's disability

- Alternative location within a reasonable distance that does not adversely affect student's disability
- This accommodation is a stop gap measure, meant to help students in managing a chronic condition, but does not guarantee site availability.