

# Ivy Tech Community College of Indiana

## **POLICY TITLE**

Accommodation for Admitted Students

## **POLICY NUMBER**

5.3

## **PRIMARY RESPONSIBILITY**

Office of Student Affairs

## **CREATION / REVISION / EFFECTIVE DATES**

Created July 2011/Effective July 2011; revised September 2017/effective immediately

## **PURPOSE**

To provide appropriate and reasonable accommodations to qualified students to promote student learning and academic success.

## **ORGANIZATIONAL SCOPE OR AUDIENCE**

New students

## **DEFINITIONS**

*Reasonable Accommodation:* A modification or adjustment that enables an individual with a disability to have equal access to institutional programs and services.

## **POLICY**

Accommodations are determined on an individual basis. Students must provide appropriate verification of the disabilities for which they seek accommodation. The accommodation must be reasonable, must be effective for the student, and must fit both the disability and the educational setting.

Reasonable accommodations for qualified students must comply with the academic and technical standards required for participation in an educational program or service. According to Federal regulation, colleges and universities are not required to alter the purpose and nature of the program, course, and/or service as part of the reasonable accommodation process. Reasonable accommodation does not negate requirements for successful completion of a program, course, service and/or activity or adherence to academic, accreditation, and behavior standards. Rather, reasonable accommodation allows access to full participation in a program.

## **PROCEDURE**

### Student Intake Process

Individuals who have been successfully admitted to the College and who have received appropriate assessment placement scores may begin requesting accommodations as a student. Newly admitted or returning students seeking accommodations should contact

the Office of Disability Support Services (DSS) on the campus where they will be attending. Students enrolled in courses taught using the distance learning platform should contact the Office of Disability Support Services on their local campus. Students requesting accommodations should follow the general guidelines described below.

1. Individuals should contact their local Office of Disability Support Services to schedule an intake conference to formally request accommodations. Individuals who require interpretive services are recommended to make requests at least 30 days in advance to ensure accommodation. Requests made less than 30 days in advance cannot be guaranteed.

At the time of the conference, students must submit appropriate documentation to request services including the Disability Support Services Intake form (Appendix A). DSS should clarify with students the course(s) for which they are seeking accommodation and verify all submitted documentation.

2. As part of the intake conference, students should be asked to share information about their disability and what accommodations they believe would be appropriate. The DSS representative may make additional suggestions to assist those individuals who have trouble identifying their needs.

The conference should cover the various aspects of college life including reading, writing, note taking, math, tutoring, testing, transitioning, becoming an active member of the campus community, as well as discussion regarding available campus resources and services (e.g. student activities, library services, career services, financial aid, etc.).

3. Accommodations are based upon evaluation of the student's request and the professional documentation, and the College's evaluation of information. The student will be notified via their Ivy Tech email account regarding the status of their accommodation request. Non-Ivy Tech email account may not be used for this purpose.

In the event a student's email account has not been created, a letter will be sent through the U.S. Postal Service to their home address listed on their application for admission. In either case, only information about the status of their request for accommodation and the type of accommodation should appear in communication with students. Under no circumstance should a student's condition or diagnosis be listed or described in the communication.

### Faculty Notification

The Faculty Notification Form (FNF) (Appendix B) contains the DSS authorization and provides the student with a tool for arranging accommodations with faculty and staff. The FNF states that the student has a disability; however, it does not contain a description of the disability due to confidentiality issues. Accommodations contained with the FNF should not be compromised, and any significant departure should be discussed with the

DSS representative. The DSS office will provide the student with an FNF for each class on two-part carbonless paper. Students will be instructed to:

1. Present the form to the faculty member and discuss how the accommodation(s) will be implemented in that class.
2. Sign and date the form and obtain faculty signature to indicate agreement on the implementation of the accommodation(s).
3. Distribute the signed copies - original white copy to the DSS office; yellow copy to the faculty member for his/her file. Student may be given a copy upon request.

Students enrolled in distance learning courses will be sent a Portable Document Format (PDF) file at their Ivy Tech e-mail address. The student will forward the file to appropriate faculty members and will be responsible for submitting the signed Faculty Notification Form (FNF) to the Office of Disability Support Services.

Each campus will be required to develop and implement an electronic tracking system to monitor student requests for accommodations in all courses for which they are enrolled and will also be required to monitor and track the return of signed faculty notification forms for accommodation requests.

#### Documentation and Verification Guidelines

Students can contact Disability Support Services for guidance on the documentation needed for their individual situations. For documentation guidelines on specific disabilities, see appendices F through K. Documentation should include the following:

1. The credentials of the evaluator(s).
2. A diagnostic statement identifying the disability.
3. As appropriate to the disability, a description of the diagnostic methodology used.
4. A description of the current functional limitations.
5. A description of the expected progression or stability of the disability.
6. A description of current and past accommodations, services, and/or medications.
7. Recommendations for accommodations and/or services.

#### Text, Audio and Other Services

- Text - Reader services will be provided for students with reading, visual, visual processing, or other disabilities, when deemed a reasonable accommodation. DSS will contact publishers directly when the accommodation requires a text in an alternate format. Students should work with DSS to determine the appropriate provision (i.e., audio text, e-text, book scanning, alternative format, etc.).
- Note Taking - DSS will coordinate the arrangements for note takers and scribes. When possible, note takers will be introduced confidentially to the student for whom the service is provided. Note takers should be given the option to volunteer their services or to receive compensation for services rendered. DSS will also arrange for scribes for course examinations when such services have been determined by DSS to be a reasonable accommodation. If a scribe is needed, students should notify DSS at least 5 days prior to the test date.

Where a particular accommodation results in a verbatim transcription of a classroom lecture or presentation, students should recognize that such lectures or presentations are the intellectual property of the individual professor, Ivy Tech Community College of Indiana, and/or both, and that the copying, publication, or distribution of transcripts to anyone, without prior written approval of the College and the professor, is prohibited.

- Provisional Accommodation - Provisional accommodations may be provided for one semester for students who can establish a history of a disability (not a condition or illness), but lack current documentation. All forms (Intake and Faculty Notification Form) should indicate these accommodations are provided on a temporary basis.
- Sign Language Interpreters - Interpreter services, such as American Sign Language, Signed English, or Oral Interpreting, will be provided for qualified students with proper documentation. Professional sign language interpreters will be provided by Vocational Rehabilitation Services (VRS) or Ivy Tech Community College of Indiana. However, due to the limited availability of interpreters, it is strongly recommended that students who require interpreting services contact DSS at least one month before classes begin. Unavailability of professional interpreters could prevent or complicate the provision of interpreter services.
- Service Animals - While legal access rights are afforded to users of service animals, with that comes the responsibility of ensuring that the animal behaves and responds appropriately at all times in public and that the partner/handler, as a team, must adhere to the same socially accepted standards as any individual in the college community. The Office of Disability Support Services is available to assist students with documented disabilities and to provide advocacy for those who use service animals (see Use of Service Animals).

## REFERENCES

ASOM 5.4 Use of Service Animals <https://www.ivytech.edu/files/use-of-service-animals.pdf>

ASOM 3.6 FERPA <https://www.ivytech.edu/files/ferpa.pdf>

Disability Support Services Manual

Americans with Disabilities Act - [www.ada.gov](http://www.ada.gov)

Indiana Directory of Disability Resources – [www.iddr.info](http://www.iddr.info)

Indiana Association on Higher Education and Disability (AHEAD) -

<https://www.ahead.org/affiliates/indiana>

Indiana Vocational Rehabilitation Services - <https://www.in.gov/fssa/ddrs/2636.htm>

Indiana Department of Education - <https://www.doe.in.gov/>

Easter Seals Disability Services - [www.easterseals.com](http://www.easterseals.com)

Indiana Assistive Technology Act (INDATA) - [www.eventbrite.com](http://www.eventbrite.com)

Connect 2 Help: Dial 211 for Community Resource Assistance - [www.connect2help.org](http://www.connect2help.org)

Noble of Indiana - [www.nobleofindiana.org](http://www.nobleofindiana.org)

Indianapolis Resource Center for Independent Living - [www.ircil.org](http://www.ircil.org)

Indiana Institute on Disability and Community - [www.iidc.indiana.edu](http://www.iidc.indiana.edu)

## RESOURCE PERSON

Vice Chancellor for Student Affairs