

Disability Support Services FAQ for students

1. What is the role of Disability Support Services (DSS) at Ivy Tech Community College?

It is DSS's role to advocate for and provide equal access and academic accommodations for students with disabilities on campus, in the classroom, and in our programming. A student will have a dedicated contact person at the DSS office of their home campus. Accommodations will be provided for each term in which the student has requested.

2. Who qualifies for a disability accommodation?

Federal disability law defines a person with a disability as an individual who has a physical or mental impairment that substantially limits one or more major life activities, including but not limited to performing manual tasks, seeing, hearing, walking, communicating, reading, learning, and concentrating.

3. What is a reasonable accommodation?

An accommodation is the modification, adjustment, or elimination of a barrier to a program or service to enable an individual with a disability to perform on an equal basis. A reasonable accommodation reduces or removes the barrier to academic access created by a disability, without altering course or program standards and objectives. It allows access to full college participation. It does not change the requirements for successful completion of a course or program and does not alter academic behavior standards.

4. Which accommodations will be available at Ivy Tech?

Ivy Tech does not have an exhaustive list of accommodations. Examples include extended time for test taking, distraction reduced testing environment, conversion of documents to alternative formats (digital, audio, large print, Braille), note-taking services, real-time captioning, and interpreting. Students will meet with their DSS staff to determine what accommodations are right for them according to their classes and the barriers in their way.

5. Is disability considered in the admission process?

The college application does not require students to share information about a disability. Disability is a neutral factor in the admission process. It will neither help nor hurt a student to gain admission to the college. If a student needs a disability related accommodation during the admission process, contact the DSS office at the student's home campus.

6. Does Ivy Tech offer scholarships or financial aid based on disability?

While Ivy Tech does not offer financial assistance specifically for students with disabilities, the staff of the Office of Financial Aid is available to help students explore financial aid and scholarship opportunities.

7. Whom should a student notify about their disability?

The student should contact the DSS office at the student's home campus to discuss accommodations needed in the educational environment. A student does not need to talk about their disability or show documentation to instructors or staff at the college other than the DSS representative.

8. When should a student request accommodation?

If a student needs a disability related accommodation during the admission process, contact the DSS office at the home campus. Students may start the accommodation process at any time while registered as a student. The closer to the beginning of the semester the better, but there is no deadline for requesting accommodations. Once a student registers with DSS, they should renew accommodations with the DSS office each semester to continue receiving them.

9. How does a student disclose a disability and request accommodations?

Students should submit an online request at [Accommodation Request Form](#) or contact the DSS office on the home campus. This information can be found at [Disability Support Services](#).

10. What are the documentation requirements?

A student's self-report will provide the best information for determining accommodations. Other documentation, if needed, may include the latest evaluation, letter from doctor or therapist, former IEP, or 504 plan.

11. What are the responsibilities of a student using accommodations?

A student must contact the DSS office to disclose a disability and discuss their needs. Once the accommodation has been determined, the student should contact faculty to discuss the accommodation. Finally, if there are any issues or concerns with effectively putting the accommodation in place or if there is a need for added accommodations, the student should contact the DSS office to request more support. The student must submit a request to renew approved accommodations and apply them to new classes each semester.

12. Can a parent or counselor request accommodations for their student?

All requests for accommodations must come directly from the student. Parents can support students by offering reminders, making checklists to include important points, and helping students log in to Accommodate to check status of requests. Students are welcome to include parents and other support persons in meetings or calls with the DSS staff.

13. Can a student sign a waiver that will allow parents or guardian to speak with Disability Support Services?

A student can sign a release giving staff permission to share information with parents or guardian. A student can identify individuals in the Release of Information on the [Accommodation Request Form](#). They can also name these individuals on a FERPA release form at the home campus. However, the student should know that even if a student signs a release, staff generally respond with general information, and prefer the student be present in those discussions.

14. If a student believes they have a disability will the College provide an evaluation?

Ivy Tech does not provide evaluations for learning disabilities or medical conditions. After high school, students may need to contact with their doctor for a private evaluation if they want updated testing or if they suspect they may have an undiagnosed learning disability. However, the student should contact the DSS office to explore various campus and community resources and programs that may exist for free or discounted testing and to determine exactly what type of documentation may be needed.

15. What should a student do if their accommodations or services are not effective?

Students should inform the DSS office as soon as they become aware that the results are not what they expected. It is harder to correct a long-standing problem and it may be too late if a student waits too

long or until the course or activity is completed. The student and DSS staff will work together to resolve the problem, and in collaboration with the instructor as needed.

16. What if a student needs additional accommodations throughout the semester?

The needs of a student may vary according to course requirements, format, and course content. Students have the right to request additional accommodations at any time during the academic year. The student's file will be re-evaluated by DSS to decide if the new request is reasonable. If documentation on file does not support the request, a student may need to provide additional documentation.

17. Does a student have to use all their accommodations in every class?

Students may choose to use their accommodations differently depending on the various requirements and components of a specific course. If a student chooses not to use an accommodation in a class, they will not have the opportunity to retake an exam or to make-up an assignment with the accommodation later. Accommodations are not designed to be retroactive.

18. Can a student request an accommodation directly from their professor, before its approval through DSS?

Instructors are only required to recognize accommodations outlined in a student's official Accommodation Letter that is issued by the DSS office. Students should discuss their Accommodation Letter with their instructors.

19. What if an instructor does not provide the accommodations defined on an Accommodation Letter?

Instructors receive formal notification for students receiving accommodations. Oftentimes, these situations arise due to miscommunication. If any issues arise, please contact the DSS office immediately. DSS staff will work with the student and faculty to resolve the problem.

20. Can students receive accommodations at campus events?

If a student needs an accommodation for a college sponsored event, they should contact the DSS office. DSS staff can work with the student to ensure that the services or equipment needed for participation are available.

21. Will future employers know if a student had academic accommodations?

The DSS office does not share disability accommodation information to future employers, unless the student or former student has specifically requested and consented for DSS to provide that information or DSS becomes legally required to disclose it, such as in response to a court order of subpoena. No sign of disability support appears on the student's transcript, official or unofficial.

22. What if a student has a temporary disabling condition, like a broken leg? Can DSS help?

Yes. Students should contact DSS if they need assistance because of a temporary condition.

23. Is pregnancy considered a disability?

Pregnancy and childbirth are not typically covered under the Americans with Disabilities Act but are covered under Title IX. If a student is pregnant and believes they may need accommodations, they should contact the Title IX Coordinator on the home campus. DSS staff can help the student with making an appointment with the Title IX coordinator. They will be able to discuss the specific needs and determine if accommodations could be appropriate.

24. Will the services and accommodations that a student received in high school be automatically provided at Ivy Tech?

College-level services for students with disabilities may differ from what was provided in the high school IEP or 504 plan. Contact the DSS Office on your home campus to discuss accommodations.

25. Do students need to request accommodations every semester?

Students need to request accommodations every semester. Generally, students do not need to submit new documentation, but will be asked to provide any relevant updates.

26. What if a student is not satisfied with a decision made by the DSS office concerning their request for accommodations?

If a student is not satisfied with a DSS action or decision, they should contact the DSS office and let them know the concern. There is often a resolution with more discussion and clarification.

27. What should a student do if they believe they have experienced discriminated based on their disability at Ivy Tech?

If a student believes that the actions of any person or group at Ivy Tech has been discriminatory based on disability status, contact the Vice Chancellor for Student Success on the home campus or complete an on-line [Student Complaint or Request for Assistance Form](#) that is routed to the proper individual to review the complaint.

28. Do students that registered with DSS have access to tutoring services?

All students have access to free tutoring services through the Tutoring Centers. Tutors are ready to work with students on campus or virtually. Learn more at [Campus Tutoring Centers](#).

29. How does a student request accommodation for certification and professional exams?

Most certification exams and professional exams require separate applications for accommodations through the certification company or professional organization. Most will have application information on their web pages. It takes time to process the applications, so apply in advance. Your instructor, testing center, and DSS staff can help.

30. How does a student contact the Disability Support Services (DSS) staff on a specific campus?

More information about the DSS office and the services and supports provided at Ivy Tech, including contact information by campus, can be found at <https://www.ivytech.edu/dss>.