

# Department of Special Services (DSS)/Project [mvicent1@rcsj.edu](mailto:mvicent1@rcsj.edu), [projectassist@cc.rcsj.edu](mailto:projectassist@cc.rcsj.edu) 856-200-4688

## Faculty Quick Guide:

### UNDERSTANDING DISABILITY SERVICES

Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (Title II), and the ADA Amendments Act of 2008 prohibit discrimination on the basis of disability. Post-secondary institutions must provide equal access to programs and services. This is done by providing reasonable accommodations to students with disabilities. Accommodations are not designed to provide an unfair advantage or guarantee success only to provide equal access.

It is not appropriate to ask a student if they have a disability. This is confidential. However, if you see a student that appears to be experiencing a barrier to either how they are receiving information presented or in the output of information, it is appropriate to let them know that you have noticed that they are having trouble. This may lead to the student self-identifying that they have a disability or have received special services in the past. Please refer these students to DSS/Project Assist for an interview, review of documentation, and accommodation plan. If the student does not self-identify, it is appropriate to let them know of the services that the college has to offer through the Center for Academic and Student Support Services (Advising, Testing/Tutoring, and Disability Support services).

### Accommodations due to disability

Various accommodations are provided to students as determined on an Individual basis by DSS. Ensure you have an electronic accommodation notification sent to you by DSS through your college email. This ensures consistency in accommodations. Please discuss privately with the student how the accommodations will be managed. **Please do not counsel students out of utilizing accommodations.** Students are best supported by knowing that their instructor is supportive of their needs and is willing to make changes to policies and/or procedures that are resulting in a barrier for the student.

There are a wide variety of students who may be eligible for accommodations. These students have a documented disability which results in a functional limitation recognized under the ADA and Section 504. Examples of disabilities include but are not limited to: ADD/ADHD, Autism Spectrum, Blind/Visually Impaired, Cognitive, Deaf/Hard of Hearing, Learning Disabilities, Medical, Post Traumatic Stress Disorder, Psychological/Psychiatric, Temporary (Pregnancy related, physical, concussion), Traumatic Brain Injuries.

### Example Syllabus Statement:

RCSJ strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including but not limited to learning, mental health, physical, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. You will also need to register with the Department of Special Services (DSS) to establish reasonable accommodations. After registration, make arrangements with me as soon as possible to

discuss your accommodations so that they may be implemented in a timely fashion. **DSS contact information: Meredith Vicente: [mvicent1@rcsj.edu](mailto:mvicent1@rcsj.edu), [projectassist@cc.rcsj.edu](mailto:projectassist@cc.rcsj.edu), 856-200-4688**

See also <https://accessiblesyllabus.tulane.edu/> for more ways to increase and promote accessibility.

## Universal Design for Learning (UDL)

**UDL** is the concept that barriers in curriculum, instruction and assessment should be eliminated at the onset to maximize the number of students who will benefit. Designing curriculum, instruction, and information (both print and on the web) for diverse students with UDL to enhance the classroom environment requires less retrofitting and adaptations by instructors. Instructors are encouraged to apply UDL practices as much as possible to maximize access for all learners. An excellent resource is <http://www.nccsdclearinghouse.org/faculty--instructors.html>

Instructors are encouraged to be sure all videos used are captioned and all documents are designed in an accessible manner from the start.

### Testing Accommodations in DSS

- Tests can be accepted via email: [projectassist@cc.rcsj.edu](mailto:projectassist@cc.rcsj.edu) or hand delivered to DSS located behind cafeteria in Enrollment and Student Services building.
- Any changes to test dates/times will need instructor approval if the request is after the test deadline
- Please submit proctoring instructions with test. A test proctor form is available electronically on our web page or email [projectassist@cc.rcsj.edu](mailto:projectassist@cc.rcsj.edu) for a copy.
- DSS will deliver test to your mailbox or can hold for you per your directions.
- Standard extended time for tests is 1.5 time. Some students may receive double time. At times, test scheduling adjustments may need to be made. For example, extended time allowances may not be feasible due to multiple test being given in one day, scheduling conflicts with other classes or college operating hours. These conflicts need to be discussed on a case by case basis and reasonable adjustments should be made.
- Please send tests at least 2 days ahead of the scheduled test date especially for tests that need to be administered in an alternative format(text to speech).

### Recruitment of Note takers

- **DSS will attempt to secure note takers that are needed as an accommodation before the semester begins.**
  - In the event that a note taker is not able to be secured by DSS, please assist in the recruitment of note takers by making an announcement in your class.
  - Maintain confidentiality of the student needing notes.
  - Some note takers are volunteer peer note takers who receive a commendation letter and gift card to bookstore at the end of their assignment.
  - Some note takers are hired from outside of the class due to the nature of the disability and/or specific needs of the individual/class.

Questions or concerns regarding disability services or accommodations

should be directed to:

**Department of Special Services**

**DSS (located in Enrollment and Student Service building behind cafeteria)**

**Meredith Vicente 856-200-4688 [mvicent1@rcsj.edu](mailto:mvicent1@rcsj.edu) or [projectassist@cc.rcsj.edu](mailto:projectassist@cc.rcsj.edu)**

**Email tests to: [projectassist@cc.rcsj.edu](mailto:projectassist@cc.rcsj.edu)**