



THE OFFICE OF LEARNING SERVICES

**A Faculty Guide to
ACCOMMODATING
STUDENTS IN THE
COLLEGE CLASSROOM**



It's the Law

The provision of academic accommodations for students with documented disabilities is mandated by law. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act as Amended provide the basis for assured services and protection from discrimination at the post-secondary level.

How Accommodations are Carried Out at Trinity Christian College

The director of Trinity's Office of Learning Services will work with students with documented learning or physical disabilities and/or mental health or attentional disorders to determine the accommodations appropriate to their disability.

Confidential copies of a student's accommodation plan are emailed to each traditional undergraduate program students' instructors at the beginning of each semester. Professors can expect Adult and Graduate Programs students to personally deliver his/her accommodations plan to them when the course begins. There are students with disabling conditions for whom specific accommodations may not be indicated. In these situations, a narrative description is written together by the student and the OLS director and delivered to instructors as outlined above.

Temporary Disabilities

Due to illness or injury, students can be temporarily disabled and may need considerations in the classroom.

Protecting a Student's Right to Privacy

The exchange of confidential information between faculty and the OLS staff is necessary to support students with disabilities in their academic progress. The sharing of this information is strictly limited to situations and personnel directly involved with the implementation of a student's accommodations. Instructors are requested to delete emails and to shred any physical copies of confidential information at the conclusion of each semester.

Types of Disabilities for Which Accommodations are Indicated

The number of students with disabilities attending college has increased in recent decades as inclusionary efforts have become more effective in K-12 school systems. For all of these types of disabilities, there is a continuum of impairment.

- Learning Disabilities (LD) is a broad category involving the ability to receive and process information which may impact reading, writing, spelling, reasoning, calculating, recalling and/or the ability to organize information.
- Attention Deficit Disorder with and without hyperactivity may include symptoms of inattention, impulsivity and distractibility and will likely impact organization and time management skills.
- Autism Spectrum Disorders, including Asperger's Syndrome, is a developmental disorder characterized by impaired social interaction and communication skills and may involve restricted and repetitive behavior.
- Traumatic Brain Injuries, depending on which area of the brain is impacted, may result in a spectrum of disabling conditions.
- Mental health disorders may include depression, anxiety disorders, bipolar disorders, obsessive-compulsive disorders, post-traumatic stress disorders, and others.
- Physical disabilities may be the result of an acquired injury, may be present at birth, or may be the result of disease, illness or their medical treatments. Vision, hearing, speech, movement, dexterity, strength and coordination are among the areas which may be impacted.
- Disease or illness may result in a spectrum of disabling conditions.



A Listing of the Most Commonly Utilized Accommodations

Accommodations in the classroom

- _____ Preferential front row seating
- _____ Volunteer note-taker, selected privately by instructor
- _____ Recording of lectures by students
- _____ No penalty for spelling errors during in-class writing or test taking. Out-of-class writing should be assessed normally.
- _____ Copies of lectures provided by the instructor (See details below.)

Testing Accommodations

- _____ Tests/quizzes given in a distraction-reduced setting
- _____ Extended time for tests/quizzes:
 - _____ double time
 - _____ 1 ½ time
- _____ Oral responses to test questions
- _____ Reader to assist in test taking provided by The Office of Learning Services
- _____ Scribe to assist in test taking provided by The Office of Learning Services

Other Accommodations

- _____ Progress reports. The OLS staff will email requests for progress reports at the first quarter only.
- _____ Enlarged printed materials (syllabi, handouts, quizzes, tests, etc.) facilitated by the OLS staff.
- _____ Use of text-to-audio program. The OLS staff will procure electronic formats of textbooks for this student and train him/her in utilizing this computer software.
- _____ Narrative attached.

Accommodations in Detail

Accommodations in the Classroom

Preferential front row seating:

Students with attentional disorders, visual impairments, and/or perceptual deficits may benefit from being seated at the front of the classroom.

Volunteer note-taker:

If a student has communicated to the instructor the desire to work with a volunteer notetaker, the instructor is asked to identify a student who takes organized notes and to speak to that student privately to ask if s/he would be willing to volunteer in this capacity. The notetaker and student can then work out a plan, independent of the instructor, for notes to be copied.

Recording of lectures by student:

Students who have a qualifying disability that warrants the accommodation of tape recorded lectures may record class lectures for their personal study use only. Students are required to complete a Recorded Lecture Pledge.

Copies of lectures provided by instructor:

This accommodation is infrequently indicated due to the use of a notetaker and/or recording device.

Testing Accommodations

Tests/quizzes given in a distraction-reduced setting and/or with extended time:

Students with attentional disorders, processing deficits and physical disabilities may benefit from an environment with reduced visual and auditory distraction and from additional time in which to process questions, structure responses, and physically record answers. If instructors are able to provide a private space to accommodate students, this will allow students to ask for test clarification. When this is not possible, the OLS provides proctoring in distraction-reduced testing rooms.

Students are not required to miss other classes in order to take an exam with extended time. It may be necessary to schedule alternative test times for students who have tight class schedules and for those who have late afternoon or evening classes as the OLS observes typical office hours.

Oral responses to test questions:

Students with physical impairments and/or specific learning disabilities may benefit from the ability to provide oral responses to exam questions or to complete the exam in a dialogue format with instructors.

Reader or Scribe to assist in test taking:

Proctors in The Office of Learning Services are available to read test items to students and may answer questions about the structure of the test item. No assistance is given regarding course vocabulary, content or spelling. Students with physical or visual impairments or learning disabilities may have the accommodation of speaking their answers to a proctor who serves as a scribe. This is not commonly done and will always be noted on the test itself. The proctor will sign the test. Note that the test taker provides the spelling of course-specific words.

The delivery of exams:

- Students are required to notify both their instructors and the OLS at least three, preferably four, class days in advance of an exam for which they plan to utilize testing accommodations, unless an agreed-upon schedule is set up at the beginning of the semester between student, instructor, and the OLS.
- Instructors may deliver a physical copy of the exam to The OLS or attach the exam to an email: OLS@trnty.edu
- Exams must be accompanied by a Test Proctoring Information Form which can be submitted in paper form or electronically through the Academic Support/Office of Learning Services tab on Trinity's Trollweb. (Look under Faculty Forms and Info on the left sidebar.) Forms can be found by campus photocopiers, and are available at the OLS reception desk.
- Note that one form may be submitted to include multiple test-takers. This form indicates the instructor's preference for the return of the exam. The exam can be held in the OLS, scanned and attached to an email, or returned in a sealed envelope to a designated campus office or mailbox.
- Confidentiality requires that students are not to be requested to come to exam sites to pick up exams.
- Hospitality dictates that students have their exams submitted to the OLS in a timely fashion to avoid additional student anxiety.

Other Accommodations

Progress Reports:

The OLS staff will email instructors with requests for progress reports at the first quarter only. Updates will be requested for students enrolled in either Academics 101 or 102 and for specifically identified students with disabilities.

Enlarged printed materials:

Students with visual impairments may require course materials to be enlarged. The OLS staff will work with the student and the instructor to obtain and enlarge the necessary documents.

Use of Text-to-Audio Program:

These text-to-audio programs are available to all Trinity students and can read any text file, including emails, information on the internet, and many e-books. A variety of study aids, such as highlighting, reference lookup tools, extraction of outlines and word lists and the creation of graphic organizers are embedded in this software. The OLS staff will work with publishers to procure electronic formats of textbooks for students with disabilities and assist students in utilizing this computer software.

Further Information

More in-depth information regarding ways to accommodate diverse learners in the college classroom as well as types of supportive services available through The Office of Learning Services can be accessed in a faculty guidebook entitled *A Guide to Academic Support Services*. This can be found under the list of Faculty Forms & Information which is located on the Academic Support/Office of Learning Services main page on the College's Trollweb.



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