

# Faculty Guidelines for Accessibility Services

Instructors are asked to read and familiarize themselves with the information.

## Disability Services

Grayson College's Disability Services is administered through the Success Center to provide services and accommodations to students with disabilities, assist in the development of reasonable accommodations for students, and to provide equal access for "otherwise qualified" individuals with disabilities.

## Who Qualifies?

- A student who has a physical or mental impairment which substantially limits one or more major life activities
- A student who meets academic and technical standards requisite to admission or participation in the educational program or activity

## Qualifying for Services

Requests for accommodations are submitted to Disability Services at the beginning of each semester. Students must provide supporting documentation of a disability at the time the initial requests are submitted. Intake interviews with students are conducted after documentation is reviewed. Eligible students requesting services at the beginning of each semester are issued accommodation approval forms to distribute to their instructors.

## Confidentiality

Disability documentation is confidential between the student and Disability Services unless the student chooses to reveal it. Any explicit or implicit reference to a particular student and the disability is inappropriate.

**Instructors are encouraged to contact Disability Services for additional information on specific disabilities and appropriate accommodations.**

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## General Disorders

- Attention Deficit/Hyperactivity Disorder (AD/HD or ADD)
- Blind/Impaired Vision
- Closed Head Injury/Traumatic Brain Injury
- Deaf/Impaired Hearing
- Orthopedic/Mobility Disorders
- Systemic Disorders
- Psychiatric/Psychological Disorders
- Specific Learning Disabilities
- Temporary Medical Conditions
- Post Traumatic Stress Disorder

## **Tips for Facilitating Learning**

- Select a text with a study guide
- Write key terms on the board or provide lecture handouts
- Create study guides
- Provide guided lecture questions
- Review briefly the previous lecture
- Use visual aids
- Face the class when speaking
- Give frequent quizzes to provide feedback

(Thompson, A.R. and Bethea, L. Project PAACS. Mississippi State University Press, 1996.)

## **Rights & Responsibilities**

### **Faculty have the right to ...**

- Request a signed agreement from students for taping of lectures
- Expect all students to adhere to the student code of conduct
- Deny testing accommodations if approval for accommodations is not provided at least one week prior to the first test
- Challenge accommodations that would jeopardize the academic standards or integrity of the course

### **And the responsibility to ...**

- Share responsibility with Disability Services for student accommodations
- Refer to Disability Services, students who report having a disability
- Provide accommodations when the approval form has been received
- Include a statement on syllabi that students with special needs should contact Disability Services during the first week of the course
- Deliver tests to Testing Center prior to time for test
- Maintain strict confidentiality about any particular student's disability and accommodations
- Make no statements or implications that a student receiving accommodations is any different from the general student population

## **Disability Services Responsibilities**

- Prevent discrimination of qualified students
- Reduce or eliminate academic barriers
- Maintain strict student confidentiality

(Hill, JoAnne. The Policy Book: Guidance for Disability Service Providers. LRP Publications, 2000.)

## **General Accommodations & Services**

- Extended time on tests
- Minimally distracting testing environment
- Preferential classroom seating
- Tape-recording lectures
- Extended time on assignments
- Interpreter
- Reader for tests
- Enlarged print for tests
- Assistive technology
- Audio or electronic textbooks
- Convenient handicapped parking
- Free tutoring\*
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## **Ineligible Services**

- Mobility Assistance
- Assistance in eating, toileting, dressing or other personal services
- Readers for personal use or study
- Personal devices, such as wheelchairs
- Individually prescribed devices, such as hearing aids or eye glasses

**\*Free tutoring is offered to all students and is provided based upon availability of qualified tutors. Tutoring Services cannot be held responsible if, after an adequate search, no qualified tutor is available.**

## **Contact Information:**

**Disability Services  
Success Center  
Grayson College  
6101 Grayson Drive  
Denison, TX 75020**

**(903) 463-8751  
Fax: (903) 465-2275  
E-mail: [hodgej@grayson.edu](mailto:hodgej@grayson.edu)  
Jeffri Johnson Hodge, Coordinator**

Grayson College is committed to equal opportunities for students with disabilities in compliance with federal regulation.