



STUDENT GUIDE TO ACCOMMODATIVE SERVICES

Accommodative Services

Technical Education Laboratory (TL) – Room 132

4240 Campus Drive

Lima, OH 45804

Phone: (419) 995-8498

Fax: (419) 995-8148

AccommodativeService@RhodesState.edu

Welcome from Accommodative Services

Welcome to Rhodes State College Accommodative Services! We are committed to assisting you in attaining your educational goals. We value diversity on our campus and are here to partner with you to continue to be an inclusive and equitable college.

As Accommodative Services staff, our role is to coordinate reasonable resources for you and the campus community that allow for equal access and opportunity, which can ultimately improve your ability to learn, study, and/or participate in campus activities. If you believe you are eligible for accommodations please contact Accommodative Services.

This guide will answer your questions about the processes followed by Accommodative Services in awarding reasonable accommodations based on your needs and provides an explanation of available resources.

If you have any questions after reading the guide, please contact Accommodative Services for additional information.

On behalf of all of us at Rhodes State College, we look forward to getting to know you!

Sincerely,

Accommodative Services Staff

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Contact Us

ACCOMMODATIVE SERVICES	TESTING CENTER
<p data-bbox="256 268 634 300"><u>Mailing and Email Addresses</u></p> <p data-bbox="170 306 721 491">Rhodes State College Accommodative Services 4240 Campus Drive, TL 132 Lima, Ohio 45804 AccommodativeService@RhodesState.edu</p>	<p data-bbox="987 268 1365 300"><u>Mailing and Email Addresses</u></p> <p data-bbox="982 306 1370 491">Rhodes State College Testing Center 4240 Campus Drive, TL 132 Lima, Ohio 45804 TestCenter@RhodesState.edu</p>
<p data-bbox="285 621 605 653"><u>Phone and Fax Numbers</u></p> <p data-bbox="306 659 584 726">Phone: 419-995-8498 Fax: 419-995-8148</p>	<p data-bbox="1013 621 1333 653"><u>Phone and Fax Numbers</u></p> <p data-bbox="1034 659 1312 726">Phone: 419-995-8476 Fax: 419-995-8148</p>
<p data-bbox="388 854 503 886"><u>Location</u></p> <p data-bbox="214 892 677 959">Technical Education Laboratory (TL) Room 132</p>	<p data-bbox="1117 854 1232 886"><u>Location</u></p> <p data-bbox="943 892 1406 959">Technical Education Laboratory (TL) Room 132</p>
<p data-bbox="311 1127 578 1159"><u>Hours of Operations</u></p> <p data-bbox="125 1203 766 1310">Visit the Accommodative Services website at www.RhodesState.edu/AccommodativeServices for current information</p>	<p data-bbox="1040 1127 1307 1159"><u>Hours of Operations</u></p> <p data-bbox="924 1203 1429 1310">Visit the Testing Center website at www.RhodesState.edu/TestingCenter for current information</p>

Understanding Accommodative Services

Students with documented disabilities, who are enrolled in the College, must have equal access to education. Students with disabilities are covered by the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973. Having an Individualized Education Plan (IEP) or “504 Plan” in high school does not guarantee that you will be eligible for disability services in college. While Rhodes State is committed to providing reasonable and appropriate classroom accommodations for students with disabilities, students in curriculum-level classes in college are expected to perform at the college level.

According to federal law, all accommodations must meet the following criteria:

- The accommodation must not compromise the essential requirements of a course, program, job, activity, or facility.
- The accommodation must not cause an undue administrative or financial hardship.
- The accommodation must not compromise safety to you or others.
- The accommodation must not fundamentally alter a course or program.

Source: Section 504 of the Rehabilitation Act of 1973; 29 U.S.C. § 701 (1973).

Confidentiality

Accommodative Services maintains records of your disability according to the guidelines of the Family Educational Rights and Privacy Act (FERPA). Your Accommodative Services records are kept in Accommodative Services; these records are separate from your academic records which are maintained elsewhere in the College (Records and/or appropriate academic unit). Records received by Accommodative Services that contain information unrelated to the determination and provision of accommodations, auxiliary aids, and services will be destroyed. Information retained by Accommodative Services will be used to determine and provide accommodations. You may request a copy of your Accommodative Services records in person and a valid, government issued photo identification is required.

Qualifying for Accommodative Services

Any person with a disability that limits a major life activity may qualify for services according to federal law. The disability may be visible (mobility, vision, or hearing impairments, etc.) or invisible (ADHD, learning disabilities, chronic migraines, etc.). A major life activity is an activity that an average person can perform with little or no difficulty (walking, seeing, hearing, speaking, breathing, etc.).

Accommodative Services requires a student to complete an Intake Interview, and may require current and comprehensive documentation of the disability from an appropriate diagnosing professional. An Accommodative Services Learning Specialist will meet with every student inquiring about, or requesting, accommodations. Resources and accommodations will not be coordinated without a completed Intake Interview. You must take the lead in the Intake Interview, especially if you are over the age of 18. Family members or support providers may attend the Intake Interview with your permission, but must not speak on your behalf.

Obtaining Accommodative Services

- Complete the Intake form (download the form from the Accommodative Services website or pick up the form in TL 132).

- Schedule the Intake Interview by calling, emailing, or stopping by Accommodative Services.
- Complete the Intake Interview. Bring your completed Intake form when you come in to meet with an ASLS. This Interview may take about 45 minutes. During this meeting, you and an Accommodative Services Learning Specialist (ASLS) will discuss your disability and how it impacts your learning or participating in the classroom. You will also discuss and learn how to use approved services and accommodations.
- If required by the ASLS, provide any necessary documentation (Accommodative Services will provide you with forms, or you can download them from the Accommodative Services website) via mail, fax, or bring to the office in person.
- Check your Rhodes State email for notification that your documentation is acceptable or for any other information.
- Pick up your Accommodation Letter(s).

Student Checklist

Please utilize this checklist to help guide your registration with Accommodative Services:

	Complete Intake form
	Schedule Intake Interview
	Complete Intake Interview
	Provide any required documentation to Accommodative Services
	Request Accommodation Letter(s)
	Pick up Accommodation Letter(s)
	Give Accommodation Letter(s) to instructor(s) upon receiving your letters
	Talk to instructor(s) regarding accommodations, especially testing accommodations
	Keep a copy of your Accommodation Letter for your records
	Schedule tests with the Testing Center (if a Reader or Scribe is an approved accommodation) at least 48 hours in advance of the test
	Contact Accommodative Services if you have any questions about accommodations

Student Responsibilities

When requesting accommodations, your responsibilities include:

- Provide any requested documentation from a qualified professional that identifies the nature of your disability and how it substantially impacts a major life activity.
- Pay for any medical/psychological assessments and/or record request fees.
- **Request your accommodations each term you choose to use them;** meet with an Accommodative Services Learning Specialist if you want to update your approved accommodations.
- Follow the accommodation procedures as described in this guide.
- Remind instructors of testing accommodations prior to testing; schedule appointments in the Testing Center if necessary.
- **Communicate early with each of your instructors regarding your accommodation needs, and provide them with your current Accommodation Letter each semester.**

- Maintain standards of satisfactory academic progress and behavior on campus as outlined in the Code of Student Conduct. Violations of the Code of Student Conduct will result in penalties that apply to all students, regardless of disability.
- Attend courses regularly. Attendance is not a possible accommodation provided by the College. It is the student's responsibility to contact instructors about missed classes.

Accommodation Letters

The Accommodation Letter is a confidential document created by Accommodative Services that helps Accommodative Services and you communicate your accommodation needs with your instructor(s). Your letter is made specifically for you, but does not disclose the nature of your disability. If you choose to share more detailed information with your instructor(s) that is your choice; Accommodative Services will never disclose your disability without your written permission. The letter also includes information about Accommodative Services and ways to contact us if there are any questions.

Presenting Accommodation Letters to Faculty

It is your responsibility to present your Accommodation Letter to your instructor if you choose to use your accommodations in a class. You should contact your instructor to privately discuss your accommodations outside of the classroom setting. This will help you feel more comfortable communicating your needs with your instructor, and allow your instructor to ask any questions.

You might want to say the following:

"Hi, I am ____ in your ____ class. I am working with the Accommodative Services Learning Specialist in Accommodative Services, and my Specialist has prepared this form to indicate the accommodation(s) I will need in your course."

After this introduction, discuss the letter and how you and your instructor can work together to ensure equal access to the course. This conversation needs to be an interactive process. Remember, you are not required to share disability information with your instructor.

Examples of Common Accommodations

There may be many ways to accommodate a situation or activity. The following is a list of possible accommodations at Rhodes State College. Accommodations are provided on a case-by-case basis. Accommodations not listed may be available.

- **Note Taking** - Note takers are students who are enrolled in the same class as the student with accommodations. Accommodative Services and instructors can assist you with obtaining note-taking services.
- **Preferential Seating** - You may request to sit in a specific location in the classroom based on your disability. For instance, a student with a visual impairment may want to sit near the front of the class or a student with anxiety or a medical issue may request to be seated near the door in the event one needs to leave during class.

- **Audio Recording** – You may request the use of a device to record lectures in the course. There are times when this accommodation may be inappropriate; an Accommodative Services Learning Specialist will assist you in understanding and coordinating this process.
- **Service Animals** - Service animals, often referred to as assistance animals, are permitted to accompany a person with a disability everywhere on campus with appropriate documentation through Accommodative Services.
- According to the Americans with Disabilities Act (ADA), a service animal is defined as dogs that are individually trained to do work or perform tasks for people with a disability.
- **Sign Language Interpreters** – A student with any level of hearing impairment may receive interpretation services. An Accommodative Services Learning Specialist will make the appropriate arrangements for services with external agencies or with contracted individuals.
 - If an interpreter is needed for the entire semester, requests must be completed at least 30 days prior to the beginning of the semester.
 - If an interpreter is needed for a one-time event or other limited-time need, requests must be completed at least five business days prior to the event.
 - If short notice is given regarding the need for an interpreter, the college will try to meet your request but it may not be accommodated due to scheduling conflicts or inability to secure an interpreter by the requested time.
 - If changes are made in class scheduling, Accommodative Services needs to be notified immediately. You need to contact Accommodative Services 24 hours in advance if you will be absent from class. If you miss two classes in a row, interpreting services will be suspended until you meet with Accommodative Services to discuss the problem.
- **Assistive Technology Software/Equipment** – The Learning Center computer lab (SCI 151) has several software programs on computer to assist students with disabilities, such as, WYNN, JAWS, Open Book, Zoom Text, and Dragon Naturally Speaking.
 - It is your responsibility to notify Accommodative Services of the need for any adaptive/assistive devices prior to the beginning of each semester. Some assistive technology may be provided on the same day as a request is made; for more extensive technology, additional preparation time may be required. It is your responsibility to purchase technology that you will have for personal use.
 - Other assistive technology/equipment includes: Smart Pens, accessible computer stations, TTY in lobby of Public Services building, and automatic doors at the main entrance of all buildings. Digital recorders are also available and can be checked out of AS for use in the classroom.
- **Electronic Textbooks** – A request for electronic textbooks should be made through Accommodative Services at least 30 days prior to the start of the semester. When requesting e-textbooks, you must bring your textbook(s) and proof of purchase of the textbook(s) for which you are requesting e-textbooks. Once the proof of purchase has been reviewed, you will fill out an E-Textbook Student Contract form detailing the book’s information and student and Accommodative Services obligations.
- **Testing Accommodations**
 - Examples of testing accommodations include: extended time, reduced distraction testing environment, test proctors, use of technology on tests, a reader and/or scribe. You have the following options available, if you qualify for testing accommodations:

- Take the quiz or test in the classroom without accommodations.
 - Take the quiz or test with accommodations in the Testing Center.
- **Extended Time** - You may be allowed additional time for quizzes and tests. No appointments are needed for this testing accommodation.
- **Reduced Distraction Testing Environment** - You may be provided with a reduced distraction testing environment in the Testing Center to complete their tests. No appointments are needed for this testing accommodation.
- **Private Rooms** - You may be provided with a Private Room for testing. Students must schedule a private room reservation at least three (3) business days prior to the exam. Appointments are available on a first-come, first-served basis. During peak testing times like final exam week, it is recommended that students make reservations at least seven (7) business days prior to the exam.
- **Use of Technology** - You will be allowed to use approved technology to complete testing (i.e. students with vision impairments may use screen enlargements to read the test unassisted). You may need an appointment for this testing accommodation.
- **Reader Services** – You will utilize the WYNN reading program in the Testing Center. The program will read what is on the test, but cannot clarify or reword statements. The student can adjust the reading tone and rate to match their reading needs. The WYNN program provides an opportunity for students to independently complete the testing process. You must schedule an appointment for this testing accommodation.
 - Limitations to the WYNN program may necessitate a human reader to read the exam to the student. Accommodative Services will coordinate with other departments to schedule the human reader on behalf of the student; please call the Testing Center to schedule an appointment.
- **Writer Services/Scribes** - Scribes write down your answers to test questions. Scribes will write down verbatim what has been dictated. The scribe is not responsible for organizing or paraphrasing thoughts into a final draft. At any time, you will have the opportunity to review what the scribe has written either by reading or having it read. If there are corrections, direct the scribe to make them. Accommodative Services will coordinate with other departments to schedule the scribe on your behalf; please call the Testing Center to schedule an appointment.
 - If there is no availability for a private room, reader, or scribe, you will be asked to contact your instructor(s) and discuss other testing date options. Throughout midterm and finals weeks, due to increased test taking appointments, it is strongly recommended that you make testing appointments weeks in advance due to limited availability. We will honor and schedule requests in the order in which they are received. It is possible that requests which are placed less than three business days in advance will not be scheduled.

Registering for Classes

When it is time to register for classes for the upcoming term, there are various options that allow you to complete registration. If you choose to use the regular registration process, you may do so online through STARS or in-person with an academic advisor.

For those students who are eligible, priority registration is an option to assist you with creating class schedules that fit your needs. You will be required to complete a Priority Registration form and turn it in to Accommodative Services prior to the start of general registration. Accommodative Services will send these forms to you, along with instructions, via postal mail at least 30 days prior to the priority registration deadline.

Creating a Class Schedule

Please consider these matters prior to registering for classes:

- What time of the day do the classes meet?
- How often do the classes meet?
- Can you handle back-to-back classes or do you need breaks?
- Is your course work balanced so that you can avoid an overload?
- Is there a type of work that is affected by your disability (i.e. if you have a LD in reading, can you handle three classes that involve a considerable amount of reading)?
- If you have energy limitations or mobility impairments, can you get to your next class on time?
- An ASLS is not an Academic Advisor, but can assist in balancing course loads to better address disability needs.

Appeals Process

While we encourage you to resolve your concerns directly with College faculty or staff, we recognize that this may not always be appropriate and offer informal and formal resolution procedures.

Resolving Concerns with Accommodative Services Staff

If you cannot directly resolve an issue with the staff member or if you do not feel comfortable discussing this directly with the staff member, you may contact the appropriate supervisor.

The supervisor will attempt to resolve your concerns regarding the staff member. The supervisor may contact other necessary staff in an effort to clarify and resolve the situation.

Most situations are positively resolved through supervisor support and mediation. You and other involved parties will be notified by the supervisor via telephone and Rhodes State email accounts of progress, findings, or resolution within 10 business days. Due to the urgency of many issues, it is likely that many problems will be resolved much sooner.

Resolving Concerns with Staff, Programs, Departments, and Organizations

You are encouraged to discuss your concerns with an Accommodative Services Learning Specialist (ASLS). Your ASLS will assist you in resolving concerns by clarifying your concerns and facilitating communication with the staff person, program, department, or organization. Your ASLS may contact the appropriate department chair, dean, or other staff in an effort to clarify and resolve the situation.

Most situations are positively resolved through the Accommodative Services support and mediation. You and other involved parties will be notified by your ASLS of progress, findings, or resolution within 10 business days. Due to the urgency of many issues, it is likely that many problems will be resolved much sooner.

At any time during this informal resolutions process, you may choose to submit a complaint or file a formal grievance. The College's Grievance Policy can be found in the current year's College Catalog.

External Resources

Ohio Rehabilitation Services Commission (ORSC) - ORSC is the State's agency that provides vocational rehabilitation services to help people with disabilities become employed and independent. Direct vocational rehabilitation is provided by two of its agencies: Bureau of Vocational Rehabilitation (BVR) and the Bureau of Services for the Visually Impaired (BSVI).

Bureau of Vocational Rehabilitation (BVR) assists people with disabilities by providing vocational rehabilitation and other services. A BVR liaison is available for appointment at ODS once per month. See your ODS counselor for times, dates and to schedule an appointment.

http://www.state.oh.us/rsc/VR_Services/BVR/bvr.asp

924 N. Cable Rd.
Lima, OH 45805

Voice/TTY 419-228-1421
FAX 419-227-5503
Toll-free 800-207-6047

Bureau of Services for the Visually Impaired (BSVI) provides vocational rehabilitation and other services to Ohioans who are blind or have a visual impairment. For additional information about services and programs provided by Rehabilitative Services Commission, check out their website:

http://www.state.oh.us/rsc/VR_Services/BSVI/bsvi.asp

924 N. Cable Rd.
Lima, OH 45805

Voice/TTY 419-228-1421
FAX 419-227-5503
Toll-free 800-207-6047

Bureau of Disability Determination (BDD) – determines medical eligibility for SSD benefits for Ohio residents. It is federally regulated and receives all funding from the Social Security Administration. For additional information, check out their website: <http://ssa.gov/>

401 West North St
Lima, Ohio 45801

1-800-772-1213
TTY 1-800-325-0778

Description of Accommodative Services Forms

- **Accommodative Services Intake** – This is the form that all students must complete prior to your initial appointment with an Accommodative Services Learning Specialist. This form asks for personal (demographic) information, emergency contact information, prior academic information, and basic disability information. This form is one page, front and back. You can download this form from the Accommodative Services website, or you may pick up this form in Accommodative Services in TL 132.
- **Verification for Learning Disabilities** – Accommodative Services may require this form from some students, the Accommodative Services Learning Specialist will tell students if they need this form during the Intake Interview. If needed, students can provide this form to their medical treatment professional who works with them on diagnosing their Learning Disability. The student will complete some demographic information, and then the treatment professional will complete a section for diagnosis, functional limitations, recommendations for accommodations, and professional contact information, and then return the form to Accommodative Services. Remember, these recommendations do not automatically mean that accommodations will be granted. This form is one page, front and back. You can download this form from the Accommodative Services website, or you may pick up this form in Accommodative Services in TL 132.
- **Verification for Physical Disabilities** – Accommodative Services may require this form from some students, the Accommodative Services Learning Specialist will tell students if they need this form during the Intake Interview. If needed, students can provide this form to their medical treatment professional who works with them on diagnosing their Physical Disability. The student will complete some demographic information, and then the treatment professional will complete a section for diagnosis, functional limitations, recommendations for accommodations, and professional contact information, and then return the form to Accommodative Services. Remember, these recommendations do not automatically mean that accommodations will be granted. This form is one page, front and back. You can download this form from the Accommodative Services website, or you may pick up this form in Accommodative Services in TL 132.
- **Verification for Psychological Disabilities (not for ADHD)** – Accommodative Services may require this form from some students, the Accommodative Services Learning Specialist will tell students if they need this form during the Intake Interview. If needed, students can provide this form to their medical treatment professional who works with them on diagnosing their Psychological Disability (not including ADHD). The student will complete some demographic information, and then the treatment professional will complete a section for diagnosis, functional limitations, recommendations for accommodations, and professional contact information, and then return the form to Accommodative Services. Remember, these recommendations do not automatically mean that accommodations will be granted. This form is one page, front and back. You can download this form from the Accommodative Services website, or you may pick up this form in Accommodative Services in TL 132.
- **Authorization to Release Educational Information** – Accommodative Services may require this form from some students, the Accommodative Services Learning Specialist will tell students if they need this form during the Intake Interview. If needed, students can provide this form to their previous educational institutions. The student will complete the form, and then the educational institution will complete and return the requested information to Accommodative Services. This form is one page, front only. You can download this form from the Accommodative Services website, or you may pick up this form in Accommodative Services in TL 132.

- **Assistive Technology Equipment Use Agreement** – Accommodative Services may require this form from some students, the Accommodative Services Learning Specialist will tell students if they need this form during the Intake Interview. If needed, students will complete this form and return it to Accommodative Services. This form outlines the responsibilities of both the student and Accommodative Services when students are provided with accommodative/assistive technology. This form is one page, front and back. You can download this form from the Accommodative Services website, or you may pick up this form in Accommodative Services in TL 132.