

# DISABLED STUDENT SERVICES FACT SHEET

## RESPONSIBILITIES OF STUDENTS

It is a policy of Bishop State Community College that individuals with disabilities have the right to full and self-directed participation in postsecondary education as defined by Section 504 of the Rehabilitation Act of 1973, as amended, and by the Americans with Disabilities Act (ADA) of 1990. At the same time, students with disabilities have certain responsibilities regarding their educational experiences at Bishop State Community College. The student will:

- Identify disabilities to Bishop State Community College in order to access accommodations and services available.
- Provide required documentation by a qualified authority of the disability and its effects, requirements, and recommended accommodations.
- Provide a semester class schedule at the beginning of the semester to Disabled Student Services for development of the faculty notification via Individualized Postsecondary Program (IPP) form.
- Meet with the Disabled Student Services (DSS) Coordinator to discuss arrangements for accommodations, to complete the IPP form and clarify the impact of the disability.
- Follow the specific procedures for accessing accommodations.
- Maintain the academic standards set by Bishop State Community College.
- Notify Disabled Student Services of the need for services or change in service requirements in a timely manner.
- Update service file with DSS coordinator if returning to Bishop State Community College following more than one year's absence.

ADA coverage for students with all disabilities begins upon enrollment with the Disabled Student Services Office.

## RESPONSIBILITIES OF FACULTY

Faculty members play a large role in the implementation of accommodations for students with disabilities. Faculty members should arrange with students and the DSS office means for providing accommodations in a particular class. According to Federal law, faculty may not refuse to provide required accommodations, question whether the disability exists when accommodations have been authorized, or ask to examine the student's documentation. Bishop State Community College has certain responsibilities in instructing students with disabilities. The process works well when the faculty:

- Work collaboratively with Disabled Student Services personnel to provide authorized accommodations and support services.
- Provide accommodations in a fair and timely manner.
- Meet with the student as quickly as possible upon notification of special needs. Students should initiate this meeting, but faculty may take the initiative when students fail to do so.
- Contact DSS with questions or suggestions regarding the appropriateness of a required accommodation. The faculty member should continue to provide the accommodation until it is set aside or modified by DSS, located in the Caldwell-Richardson Building, Room 106, on the Main Campus, or by contacting **Arvin Trotter at 251-405-7028 or e-mail at [atrotter@bishop.edu](mailto:atrotter@bishop.edu)**.
- Refer students to DSS who may benefit from or qualify for the services.
- Add a statement to their syllabus regarding disability accommodations.

## **REFERRALS**

Disabled Student Services does not provide assessments or diagnose disabilities. Students are referred to appropriate resources such as the Learning Assistance Center. In addition, students are referred to the Alabama Department of Rehabilitation Services and other medical agencies as needed.

## **EXAM ACCOMMODATIONS**

Students with disabilities are encouraged to provide reasonable notification to instructors for exam accommodations. If DSS proctors an exam, it is the student's responsibility to contact DSS at least three days prior to an exam or at least one week prior to a final exam. DSS will not proctor makeup or retake exams during final exam week. Further, it is the student's responsibility to notify DSS of any changes or cancellations in the test schedule.

## **INSTRUCTOR MEMO NOTIFICATION PROCEDURE**

IPP forms are hand-delivered to faculty so arrangements can be made for specific accommodations. **Students can request accommodations with reasonable notification at any point during the semester.**

## **FACULTY/STAFF ACCOMMODATIONS**

Disabled Faculty and Staff members requiring special accommodations should contact the Human Resource Department (HR) at (251) 405-7052 or [msims@bishop.edu](mailto:msims@bishop.edu). The HR Department and the DSS Office will work collaboratively to provide accommodations as needed.

**PLEASE CALL THE DSS OFFICE IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT ACCOMMODATIONS OR DISABILITY/STUDENT ISSUES.**

**PLEASE NOTIFY DSS OFFICE IF YOU WOULD LIKE AN ALTERNATE FORMAT OF THIS FACT SHEET.**

**\*Arrangements can be made for exams to be proctored after 5:00 p.m. upon request.**