



Providing accommodations for Students with Disabilities

Presented by the Houston Community College
Central College-Ability Services Office 713-718-6164

A quick note before we begin

Hello and thank you for reviewing this brief slideshow regarding HCC students with disabilities and in need of classroom accommodations.

This slideshow will focus on questions that HCC instructors may have regarding:

- The Americans with Disabilities Act (ADA) and related laws.
- Examples of accommodations typically provided.
- The process students undergo for obtaining ADA accommodations.
- Who to contact with any additional questions.
- Common misconceptions about ADA accommodations.
- What to look for when receiving an accommodations letter.
- Reminders for instructors working with ADA students.

The presentation also provides a FAQ section for working with reasonable, classroom accommodations and sources for additional information.

About the laws



ADA and ADAAA

- According to the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act (ADAAA) of 2008, qualifying, disabled students are provided reasonable, classroom accommodations when requested.

Other Laws and Regulations

- Federal Communications Commission (FCC) regulations and the Health Insurance Portability and Accountability Act (HIPAA) of 1996 also play a role in reasonable classroom accommodations.

For questions regarding ADA and related laws, a list of resources is given at the end of this slideshow.

Typical accommodations



So what are some common examples of REASONABLE accommodations?

- Extra time on tests.
- Extra time to complete IN CLASS written assignments.
- Preferred classroom seating.
- Testing in a distraction-reduced environment.
- A sign-language interpreter in the classroom.
- Use of a service dog in the classroom.

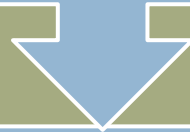
Note: The list of reasonable accommodations is NOT limited to merely these examples.



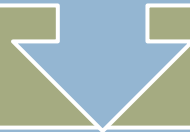
How do ADA students receive accommodations?



ADA students meet with an Ability Services Counselor at their college. If your student reports that he/she has a disability but is unsure about accommodations, direct him/her to your college's Ability Services Counseling office.



Students **who qualify** for ADA accommodations receive an accommodations letter from their Ability Services Counselor for each class they take. Students must return to Ability Services each semester for an updated letter.

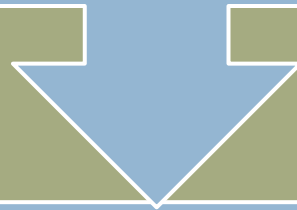


Students submit a copy of their letter to **EACH** of their instructors as soon as possible; ideally at the start of the semester.

What about ADA students taking Distance Education courses?



DE students with qualifying disabilities must still meet with an Ability Services Counselor.



Accommodation letters prepared for DE students are scanned and emailed to the student. It is the student's responsibility to email the accommodation letter to the Distance Education Instructor through Eagle Online.

Additional notes for DE Instructors

DE students WITHOUT ADA testing accommodations

- DE students WITHOUT ADA testing accommodations can test at the [DE Testing Locations](#).
- <http://de.hccs.edu/de/additional-resources/testing-locations>
Your Instructional Support Specialist at 3100 Main can help set up testing arrangements for you and your students (test drop off and pick up).

DE students WITH ADA testing accommodations

- DE students WITH ADA testing accommodations can test at any of the college [campus testing centers](#).
<http://www.hccs.edu/hccs/future-students/testing/hcc-testing-locations>
3100 Main is not a testing location for ADA students as accommodations cannot be guaranteed there. Your Instructional Support Specialist at 3100 Main can help set up testing arrangements for you and your students (times, dates, location, test drop off and pick up).

Who are the Ability Services Counselors?



Central Campus

• Jette Lott & Senta Eastern 713-718-6164

Northeast Campus

• Tamara Petty 713-718-8322

Northwest Campus

• Lisa Parkinson (Spring Branch) 713-718-5422
• Dr. LaRonda Ashford (Katy) 713-718-5408

Southeast Campus

• John Reno 713-718-8397

Southwest Campus

• Dr. Becky Hauri and Mary Selby 713-718-7910

Coleman Campus

• Hope Pamplin 713-718-7082

VAST Program

• Sue Moraska 713-718-6833

Common misconceptions about accommodations



“Accommodations give students an unfair advantage.”

- REASONABLE accommodations are about ACCESS to classes, resources & instruction. They are about leveling the playing field and NOT about guaranteeing success or getting an unfair advantage.

“ADA students don’t have to work as hard as others.”

- Just like traditional students, ADA students:
 - must complete their assignments.
 - must attend classes.
 - are not allowed to disrupt/monopolize class time.
 - cannot harass/threaten instructors or their fellow students.
 - are still responsible for their tuition, books, coursework, schedules, etc.....

Common misconceptions about accommodations



“Instructors can ‘pick and choose’ which accommodations students get.”

- NO. All accommodations are to be followed as listed on the student’s accommodations letter. However, you can always contact your Ability Services office with any concerns.

“My student looks, just fine. He doesn’t have a cane, brace or wheelchair so he must be ok.”

- Some disabilities are “hidden”. They are not readily visible but still present:
 - Students may have cognitive or psychological disabilities that are not easily detected by just looking at them.

Receiving an accommodations letter

I received an accommodations letter from a student. What should I look for when reviewing the letter?

- Student name.
- Student ID number.
- The appropriate HCC college that created the letter (Except for Distance Education).
- The appropriate term.
- See next panel for an example.

Central Campus Sample letter



Check for the student's name and ID number. ✓

Check the term on the letter. Accommodation letters are semester specific and time bound. The letter must be for the current semester or summer session. ✓

Check the campus location. The letter should come from the Ability Services Office at your campus except for Distance Education courses. If the letter is from another campus, direct the student to his/her ADA Counselor. ✓

Review the list of accommodations with the student. Discuss any questions you have with the Ability Services Office. ✓

Maintain student privacy whenever possible. Do not leave accommodation letters strewn about in your office, break room or on your desk. ✓

 <p>HCC HOUSTON COMMUNITY COLLEGE Central</p>	 <p>Ability Services 1300B Holman, LHSB 106 Houston, TX 77004 Phone: (713) 718-6164 Fax: (713) 718-6179</p>
Approved Reasonable Accommodations	

Student: ✓	ID: ✓	Term: ✓
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This student has presented documentation to authenticate a qualifying disability under the Americans with Disabilities Act (ADA). The following accommodations and additional support have been approved for this student as an effective and reasonable accommodation. If you have any questions regarding these accommodations, please contact the ADA Counselor immediately. **The information contained in this letter is CONFIDENTIAL and not to be shared with anyone without the express consent of the student.**

I. Reasonable Accommodations for the Classroom

Exams in a Distraction Reduced Environment: This student will need to take all examinations in a distraction reduced environment in the Testing Center. For Central Campus, please contact Carol Lam in the Testing Center (LHSB 211) at 713-718-2530 to make testing arrangements. For South Campus (Room 124), please contact Vivian Hoang at 713-718-6471 to make testing arrangements. A 24 hour prior notice is needed to better assist the student. Instructors, please forward the test to the Testing Center and pick it up after the test has been completed. Please provide the testing center with a copy of the student's accommodation letter.

Extended Time for Testing: This student will need additional time to complete all in class quizzes and regular examinations. This student will need **one-and-one-half** the amount of time allowed for other students. The student will meet with the instructor immediately to discuss his/her need for additional time. For Central Campus, please contact Carol Lam in the Testing Center (LHSB 211) at 713-718-2530 to make testing arrangements. For South Campus (Room 124), please contact Vivian Hoang at 713-718-6471 to make testing arrangements. A 24 hour prior notice is needed to better assist the student. Instructors, please forward the test to the Testing Center along with any instructions for the test and pick it up after the test has been completed. Please see the attached Testing Authorization Form for more detailed information regarding testing arrangements or contact the Ability Services Office for any questions or concerns (713-718-6164). Testing arrangements information can also be found at the HCC Central Campus Ability Services web link under [Tools for Instructors](#).

Reserved or preferential seating: Please ensure that this student has reserved and preferential seating during class. For example: some students may need to sit either near an entrance/exit or at the front of class or near an electrical outlet. The student is encouraged to discuss his/her need for reserved/preferential seating with the instructor at the start of the semester.

Student's Signature:	Date:
Counselor's Signature:	Date:

 Mrs. Jette E. Lott, Ed.S, MA, LPC, NCC, CRC ADA Counselor
 Dr. Dora A. Whiteside, Ed.D, LPC-S, LCDC ADA Counselor

Thank you for helping to meet the requirements of the American with Disabilities Act.

Reminders for instructors



Students must self-identify as a disabled student. Faculty and staff **CANNOT** ask students if they are disabled.

Instructors cannot provide accommodations until they receive an accommodations letter prepared by the Ability Services Office.

Instructors should encourage students to submit their letter at the start of the semester and at a time and place where privacy can be maintained (during office hours or before/after class).

Reminders for instructors



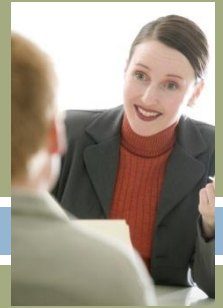
Accommodation letters are campus specific except for Distance Education courses. Example: ADA students at Central College cannot submit an accommodations letter prepared at the Northeast College. If that happens, refer the student to the Central College Ability Services Office.

DE instructors may receive accommodation letters created at any HCC campus. It is the student's responsibility to email the accommodation letter to the Distance Education Instructor.

Accommodation letters are time bound. Example: A letter prepared for spring courses cannot be used for fall classes. Students must present a letter specific to that semester or summer session.

A note/reminder about ADA accommodations should be included on your syllabus. Please remind students about ADA accommodations at the start of each semester.

Reminders for Instructors



“What should I say when meeting with an ADA student?”

- Assuming a student self-identifies as an ADA student, you may need to have a private conversation with him/her about:
 - How the disability may affect his/her **performance/attendance in class.**
 - Exactly what steps each of you will take to meet the accommodations.
 - Expectations required for academic success such as completing assignments, attending class, etc.....(be specific).

Reminders for DE instructors

<http://www>

The Blackboard/Eagle Online instruction software can be modified by an instructor to lengthen the amount of time given to a specific student for testing.

If uncertain about how to provide accommodations for an online course contact the DE Counseling Office or your Ability Services Office.

If unsure how to modify the test time online call 713-718-5275 and select option #3 (during typical office hours). Instructors can also complete the [online help form](http://de2.hccs.edu/Vista_Admin/) at http://de2.hccs.edu/Vista_Admin/

FAQ



An ADA student provides an accommodation letter several weeks AFTER the semester began. He states that he should be allowed to retake an exam he already took a week ago; but this time WITH accommodations. Do I have to allow him to retest?

- **NO.** An Instructor cannot provide reasonable accommodations until the student has submitted his accommodation letter.

FAQ



I received an accommodation letter from a student. It says he needs additional time to complete “in class written assignments.” Does that include homework assignments?

- **NO.** The letter clearly states it applies to assignments that are to be completed during class time only.

FAQ



A student's accommodation letter says she must test in a, "distraction reduced" environment. How can I accomplish that?

- Options include:
 - Ask your campus Testing Department to see if it can provide a distraction reduced environment. If so, make arrangements with the Testing Associate in advance.
 - Have the student test in a separate room (a tutoring center or nearby conference room may suffice if available).
 - NOTE: A stairwell or hallway is NOT an ideal setting for a distraction reduced environment.
 - DE instructors work with their instructional support specialist if testing on-site.

Final Notes



When meeting with a student, make a note and be specific (note dates, times, methods used, etc...)

- Example: Met with student in my office (room 301B) on 08/30/2010 at 10 am. Student submitted his accommodation letter indicating he needs additional time to complete exams and must test in a distraction reduced environment. Student agreed to take exams at the Central Campus Testing Center (LHSB Room 211). Tests to be proctored by Testing Office personnel. Testing accommodation arrangements have been made with Testing Office personnel (Mrs. Carol Lam). Tests will be given on test dates outlined in syllabus. Student is to be given 1.5 times the amount of time given to other students. Student acknowledged arrangements made with Testing Office. Student agrees he is responsible for taking his tests per arrangements with Testing Office.

Additional Resources

Thank you for reviewing this presentation. We hope to have answered your questions regarding ADA accommodations. We also encourage you to contact your Ability Services Office with any additional questions or concerns.



For additional information, you may also review the following resources:

- <http://www.ada.gov/index.html>
- <http://www.hhs.gov/ocr/privacy/>
- <http://transition.fcc.gov/oet/info/rules>