

Accommodating Students with Disabilities

Faculty Role

Each semester:

- Student must present a Memorandum of Academic Accommodations (attached)* to receive accommodations.
- Please discuss the accommodations with the student if you have any questions.** You may not ask the student about their disability unless they volunteer the information.
- Keep the Accommodations Form and all discussions confidential.
- If a student requests accommodations but does not provide a Memorandum of Academic Accommodations, or discloses a disability that they feel is affecting their performance in your course, please direct them to the Office of Disability Services (ODS).

Typical accommodations

- special seating
- note-taking assistance
- extended time for exams
- non-distracting location for exams
- reader for exams
- scribe services
- use of a calculator on exams
- use of word processor
- textbooks in alternate format

** A Memorandum of Academic Accommodations details the accommodations which have been deemed necessary by the Office of Disability Services, based on appropriate documentation of a disability, to provide equal access for a student with a disability to Cayuga Community College educational programs and services.*

Testing Accommodations

If a student is eligible for extended time, quiet location or other testing accommodation, they can arrange to take the exam in the ASC in Auburn or the Learning Commons in Fulton.

Your role is:

1. Fill out the ASC Test Cover Sheet for each exam. Refer to the student's Accommodations Form and indicate the appropriate accommodations on the Cover Sheet.
2. Attach the Test Cover Sheet to the exam and deliver to the Academic Support Center at least 1 day in advance. If the student is eligible to have

the test read to them, please provide the test to the ASC at least 2 days in advance.

Do not give the exam to the student to carry to the ASC.

3. Place the exam and Cover Sheet in the test cabinet under your name.
4. Completed exams will be returned to the test cabinet for your retrieval.

Textbooks in Alternate Format

Publishers are required by NYS law to provide textbooks in electronic format to students with disabilities who qualify. However, not all publishers comply with this law and ODS occasionally must scan a book and convert it to an accessible format in-house. This very time consuming process leads us to ask you to **PLEASE order your textbooks early** and try to avoid changing textbook selections once ordered so that students will have their textbooks in the appropriate format as early in the semester as possible.

Students may also request syllabi, handouts and other materials in alternate format. We are available to help meet this request or answer questions that you have about the best way to meet the student's needs.

Syllabus Disability Statement

It is important to include a statement on your syllabus informing students with disabilities of their right to accommodations. The following statement is recommended:

Students with disabilities who may need accommodations in this class are invited to contact the Office of Disability Services as soon as possible to ensure that accommodations are in place when needed. **Office of Disability Services: Auburn campus:** 315-255-1743 ext.2422, Academic Support Center, 220 Library Building. **Fulton campus:** 315-592-4143 ext. 3027/3023, Learning Commons. dservices@cayuga-cc.edu. Arranging for accommodations is a confidential process.

**ODS is fully committed to supporting you and students with disabilities in your course.
Contact us with questions or concerns**

AUBURN / Academic Support Center	FULTON / Learning Commons
Peggy Carroway Instructional Assistant carroway@cayuga-cc.edu , Ext 2422	Rae Howard Instructional Assistant howard@cayuga-cc.edu , Ext. 3027
Terry Kupp Disability Specialist terry.kupp@cayuga-cc.edu , Ext. 2808	Donna L. Roger Disability Specialist roger@cayuga-cc.edu , Ext. 3023
Sharon Trerise Coordinator of Disability Services trerise@cayuga-cc.edu , Ext. 2306	

ODS/Aug. '09

**ASC TEST COVER SHEET
(TO BE COMPLETED BY INSTRUCTOR)**

***ATTACH TO TEST
(One Form Per Student)***

PLEASE COMPLETE THE FOLLOWING:

NAME OF STUDENT: _____

COURSE: _____ **INSTRUCTOR:** _____

TEST TO BE ADMINISTERED ON: **Date** _____ **Time** _____

TEST TO BE COMPLETED BY: **Date** _____ **Time** _____

Testing accommodations will be provided as indicated on the student's Memorandum of Academic Accommodations from the Office of Disability Services.

Calculator allowed: Y / N _____
(Description if necessary)

Special instructions and additions: _____

Instructor or Staff Signature

Date

THE FOLLOWING TO BE COMPLETED BY ASC STAFF:

Test given to student: **Date** _____ **Time** _____ **Staff Initials** _____

Test completed: **Date** _____ **Time** _____ **Staff Initials** _____

Flashdrive attached: _____