

Metropolitan State College of Denver

Access Center for Disability Accommodations and Adaptive Technology

Office of Equal Opportunity

Ten Informational Factors to Guide Instructors/Staff in Working with Students with Disabilities

Providing Equal Educational opportunity is an important and shared responsibility at Metro State. The Access Center assist students with disabilities to reach their academic potential, by recommending, facilitating, and/or providing qualified students with disabilities reasonable academic accommodations as mandated under ADA and Section 504 of the Rehabilitation Act.

1. **Referral:** The Access Center is the designated campus office to assess eligibility and recommend appropriate accommodations and auxiliary aids for students with disabilities.
2. **Adaptive Computer Lab:** Located in the Access Center, the Adaptive Computer Lab offers specialized adaptive equipment which can assist students with various types of disabilities. The specialized software and equipment allows students to use computers to gain access to course material, conduct research, complete assignments and take tests.
3. **Confidentiality:** Students with disabilities have a right to meet with you privately regarding disability matters, and their confidentiality must be maintained. You are required to treat all disability-related information as highly confidential medical information.
4. **Responsibility:** Students have the responsibility for making their disability-related accommodation needs known to you. However, they did not have this responsibility in secondary school and many students may not be aware of the change. You should inform students by including a statement on your syllabus that invites students with disabilities to meet with you to discuss their needs. The following statement should be placed on your course syllabi:

ADA Statement:

The Metropolitan State College of Denver is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability which may impact your performance, attendance, or grades in this class and are requesting accommodations, then you must first register with the Access Center, located in the Auraria Library, Suite 116, 303-556-8387.

The Access Center is the designated department responsible for coordinating accommodations and services for students with disabilities. Accommodations will not be granted prior to my receipt of your Faculty Accommodation Letter from the Access Center. Please note that accommodations are never provided retroactively (i.e., prior to the receipt of your faculty notification letter.) Once I am in receipt of your official Access Center Faculty Accommodation Letter, I would be happy to meet with you to discuss your accommodations. All discussions will remain confidential. Further information is available by visiting the Access Center website www.mscd.edu/~access.

5. **Disclosure:** Many disabilities are not obvious. Only the student can decide to disclose his or her disability, request accommodations, or decide to pursue information about services available through the Access Center. Even if you perceive the student as having a disability, you should not ask the student about it, discuss disability-related accommodations, or suggest that s/he see the Access Center unless the student introduces the topic of disability and accommodation.

6. **Notification:** Accommodations should not be provided to a student who has not provided you with a “Faculty Accommodation Letter”. This letter verifies that the student is registered with the Access Center and lists what accommodations the student is eligible to receive.

7. **Assistance:** The Access Center staff can assist instructors and staff in a variety of ways so that students with disabilities have equal access to instruction.

Staff can:

- Meet with instructors and students to discuss possible teaching strategies and accommodations;
- Assist in converting class materials into accessible format or advise on other types of auxiliary aids;
- Assist in arranging for students to take exams with accommodations;
- Consult with academic departments on issues such as adaptive technology, appropriate accommodations, and classroom instruction for students with disabilities; conduct in-service training; and provide literature about particular disabilities.

8. **Academic Standards:** Academic accommodations are intended to provide equal access to educational opportunity, but they do not guarantee success in the classroom. Students with disabilities are expected to perform. Faculty members are never expected to make fundamental alterations to their programs of instruction to accommodate students with disabilities. Faculty members should hold the student to the same academic standards as every other student in their class.

9. **Accommodations:** The purpose of academic accommodations is to allow the student with a disability to emphasize their educational abilities. Examples of accommodations that are commonly recommended include: extra time on exams, peer notetakers, alternative text and interpreters.

10. **Alternative Text:** Students with disabilities need access to course materials at the same time as all other students. As an instructor, you play a vital role in ensuring that materials are available in alternative format in a timely manner. The Access Center is responsible for providing textbooks/materials in alternative formats. Faculty members are responsible for informing the Access Center about the textbooks/materials they plan to use at least two weeks prior to the start of the semester. There will be occasions when this will not be possible, such as the hiring of temporary and part-time faculties at a moments notice. In such cases the Access Center should be informed of textbooks/materials that will be used within one week after classes begin.

Should you have any questions please contact:

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