



Methodist College
UnityPoint Health

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Section: F

Policy#: F-27

Approval:

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SUBJECT: Student Disability Accommodation Protocol

Policy:

Methodist College complies with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) for accommodation of students with a physical or mental impairment that substantially limits one or more major life activities.

General Information:

- A. All students who have completed the assessment process through the Office of Access, Support, and Inclusion Services (OASIS) and who are documented to have a disability requiring accommodation will receive reasonable accommodations as determined through this process. Students will be afforded these accommodations consistently throughout their course of study at Methodist College. Reasonable accommodations are those that do not fundamentally alter the nature of the College's programs or impose an undue hardship on the College.
- B. Examinations for students who require accommodations for testing (e.g. extended time, paper copies of tests, a distraction-reduced environment) will be administered in the Testing Center to assure compliance with the prescribed accommodations.
- C. Students who have reasonable accommodations that impact classroom (e.g. note taking) or clinical experiences (e.g. hearing) will receive reasonable accommodations as prescribed through collaboration between the student, the OASIS, the faculty member for the course(s), and the Academic Dean/Department Chair.
- D. Students will not be afforded accommodations until the need for such has been verified through the documentation process under the guidance of the OASIS.
- E. If a faculty member has any questions or concerns about this policy or about the implementation of a student's disability accommodations, he/she should contact the OASIS as soon as possible.
- F. Examinations: Students with disability accommodations will test with staff from the Testing Center. Faculty members will need to consider the types of accommodations specified for their students. The following should be taken into consideration:
 - a. Paper test: Requirements for a paper test can be managed by printing a copy of the examination and taking it to the Testing Center. This should be done at least one hour in advance of the scheduled testing time for the student.
 - b. Extended testing time: Students may be prescribed an extended testing period as an accommodation. When the exam is to be delivered electronically, the faculty member will open the exam for the period of time specified in the accommodation notice.
 - c. Reduced distraction environment: Students who have reduced distraction environments must be tested in a quiet environment with limited distractions.

- G. Clinical Accommodations: The OASIS will provide notification regarding clinical accommodations to the faculty of record for the course, the clinical faculty member, as well as the Simulation Center. Where helpful, the faculty member(s) may seek the guidance of the OASIS with regard to implementation of the accommodations in the practice setting.
- H. Classroom Accommodations: The OASIS will provide notification regarding accommodations in the classroom to the faculty member. When helpful, the faculty member(s) may seek the guidance of the Academic Dean/Department Chair and the OASIS with regard to implementation of the accommodations in the classroom.
- I. Implementation of Accommodations:
- a. Faculty shall not deny an accommodation that has been approved by the OASIS. If there are concerns that an approved accommodation will fundamentally alter the nature of the course, faculty should contact the OASIS immediately.
 - b. Faculty shall not share information about a student's accommodations with other students. Care must be taken to avoid discussion of a student's accommodations in front of class in a way that discloses the presence of accommodations.
 - c. Faculty shall not ask a student to disclose what his or her specific disability is that requires accommodation.
 - d. To initiate the accommodation process
 - i. The student is responsible for initiating requests for disability accommodations by contacting the OASIS and providing necessary diagnostic information as specified by the director.
 - ii. Should a student approach a faculty member about the possibility of disability accommodations, the faculty member will encourage the student to make the necessary contact with the OASIS.
 - iii. The faculty member should not unilaterally grant a student accommodations based on a disability (e.g., give extra time on a test after the student has indicated that he/she has ADHD or "test anxiety"). Instead, the faculty member should direct the student to the OASIS so that the student and appropriate College officials can engage in conversations to determine what, if any, reasonable accommodations are available to the student.
 - iv. Additionally, it is also beneficial to include a short statement in your syllabus about disability accommodations and the OASIS and make a general announcement about this information at the beginning of each course.
 - e. Approved Accommodations Communicated to the Faculty Member
 - i. The OASIS will provide the student with a letter outlining their approved accommodations.
 - ii. The student will be directed to show this document to the faculty teaching the courses in which they are enrolled that semester.
 - iii. The faculty member will discuss the accommodations with the student, assuring that the accommodations will be managed effectively throughout the semester.
 - iv. The OASIS will also send an initial email notification to the student's faculty members that the student has been approved for accommodations but this notification does not state what the specific accommodations are. Notification regarding specific accommodations comes from the student's official letter.
 - f. Faculty Member Meeting with Students
 - i. Faculty members will meet with each of the students in their sections who have disability accommodations to plan for the entire semester.
 - ii. If a student has testing accommodations, a listing of all examinations with dates will be created at that time with faculty and student signatures.

- g. Accommodations Implemented Consistently:
 - i. When the accommodation pertains to testing, the faculty member will complete the Testing Services Form (located on the desktop of all faculty computers). The form must be completed in its entirety, as this provides the necessary information for the Testing Center to plan for testing.
 - ii. It is vital that the student who is tested in the Testing Center have the same experience as students in the classroom (e.g. if the students in the classroom will have open notes, this must also be allowed for the student being accommodated in the Testing Center).
 - iii. Note: Collaborative testing is difficult if not impossible to implement for students with disability accommodations. Therefore, faculty members must use discretion in testing strategies used for the class, assuring a parallel experience for students with accommodations.
- h. Students Work with the Testing Center to Schedule Examinations:
 - i. Students are responsible to work with the Testing Center to schedule examinations and to communicate the scheduled time to faculty members such that they can make proper arrangements for delivery of the examination to the Testing Center.
 - ii. The examinations will preferably be administered on the same day and time as the remainder of the class, but must be delivered within a five-day window surrounding the time of the examination.
 - iii. The instructor may use different versions of an examination within the parameters of parallel content and difficulty (e.g. topics and Bloom's taxonomy levels should be the same).
- i. Renouncing Accommodations:
 - i. Students may elect to discontinue their accommodations at any time.
 - ii. Typically, this will occur by the student notifying the OASIS. However, there may be times when a student refuses an approved accommodation that a faculty member is attempting to implement.
 - iii. In such situations, the faculty member should document the occurrence on the Accommodations Waiver Form and inform the student that he/she should discuss the perceived lack of need for the accommodation with the OASIS as soon as possible.