ACCESS
COMMUNICATION
TEAMWORK

WORKING WITH STUDENTS WITH DISABILITIES
KU’s Notice of Nondiscrimination

The University of Kansas prohibits discrimination in the University’s programs and activities on the basis of:

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The Executive Director of the Office of Institutional Opportunity and Access, IOA@ku.edu, 1246 W. Campus Road, Room 153A, Lawrence, KS, 66045, (785)864-6414, 711 TTY has been designated to handle inquiries regarding the University’s non-discrimination policies.
What you need to know about access and the law

- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Act, 1990

Both mandate access to facilities, educational and co-curricular programs, campus activities, and employment opportunities accessible to qualified individuals with disabilities.
“Disability” Defined

An individual with a disability is defined as:

- Anyone with a physical or mental impairment that substantially limits one or more major life activities
- Anyone with a record of such an impairment
- Anyone who is regarded as having such an impairment

The 2008 ADA Amendments Act emphasizes that the definition of "disability" should be interpreted broadly.
KU’s Commitment to Inclusion

Our charge is to endorse a campus climate that will sustain attention to the Americans with Disabilities Act (ADA) in the spirit in which it was designed; and to provide the KU campus community a climate of inclusiveness.


- Please use “people first language” (e.g., person who uses a wheelchair vs. wheel-chair bound) as a way to ensure respect for all.
Who is responsible for access?

- Individual faculty and staff have a legal responsibility to make sure that each course or activity, when viewed in its entirety is accessible, including technology.

- The Department of Education, Office of Civil Rights (OCR) is one civil rights agency responsible for enforcing the ADA in post-secondary institutions and other educational programs.

- The ADA mandate students’ rights to accommodations and their right to file complaints and/or lawsuits against KU if accommodations are not provided.
The Accommodation Process for Students

- Students must register with the Academic Achievement and Access Center (AAAC) to verify their eligibility for accommodations.
- They are assigned to a professional staff member who works with them at the start of and throughout every semester to determine reasonable and appropriate accommodations for each class or activity.
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University of Kansas
Academic Achievement and Access Center • 22 Strong Hall • 864-2620

Accommodation Request Form

This student has provided the Academic Achievement and Access Center with documentation confirming his or her eligibility for accommodations under the Americans with Disabilities Act. Please take all appropriate precautions not to identify the student in front of others as "a student with a disability." This letter should be treated as a confidential document and destroyed at the end of the semester. The student is responsible for returning the top copy of the signed form to the AAAC office.

Student Name ___________________________________________ Student KUID ______ Student Email and Phone Number ____________________________

Instructor Name ___________________________ Course Name and Number __________________ Instructor Email and Phone Number ____________________________

Student is eligible for the following classroom accommodations:
☐ Tape record lectures ☐ Note taker (volunteer) ☐ Not penalized for misspellings on in-class work

Student is eligible for the following exam/quiz accommodations:
☐ 1.5 or ☐ double time for exams (quizzes, midterms, and final) ☐ Reduced distraction room
☐ Reader/Taped Exam ☐ Scribe-Word Processor Exam ☐ Calculator

Student is eligible for the following accommodations provided by AAAC:
☐ Books/print materials on tape/e-text ☐ Amplification device
☐ Other Accommodations: ____________________________

__________________________________________________________________________

I have received documentation, met with the student and verified the need for these accommodations.

AAAC Staff's Signature ___________________________ Date __________

I understand that it is my responsibility to arrange a meeting within one week after receiving this form to discuss accommodations with the instructor.

Student's Signature ___________________________ Date __________

If you have questions regarding accommodation(s), please call the AAAC staff noted above at 864-2620 within 48 hours of receiving this form.

By my signature, I acknowledge that I have reviewed this form with the student, and agree to provide the accommodations.

Instructor’s Signature ___________________________ Date __________

White and Pink Copy-AAAC Yellow Copy-Instructor
Next step: Faculty/Staff Involvement

- Students are strongly encouraged during their meeting with AAAC staff to make an appointment with faculty members within a week of creating the request form for the purpose of discussing accommodations.
- Meet with students in a private setting in order to preserve confidentiality.
- Faculty should consider accommodating the student in the manner requested, but keep in mind the essential elements of each course.
- Effective alternatives may be considered.
Communication Basics

- Faculty and staff should consult with the AAAC staff members assigned to work with the individual student’s accommodation process.
- Contact AAAC staff with any questions about recommended accommodations or possible alternatives. If essential elements of courses are well-defined, the appropriateness of the accommodation will be clearer or may be negotiated.
- To facilitate confidentiality, AAAC is willing to conduct all business with you by U.S. mail, phone, and in person. If the student agrees, AAAC may also use e-mail communication, text message, or other means of effective communication to conduct business.
Teamwork - Providing Accommodations

- AAAC staff review documentation provided by external diagnostic professionals and certify eligibility for accommodation.
- Students and AAAC staff determine appropriate accommodation(s) for each course, completing the accommodation request form.
- Students discuss the requested accommodations with each instructor or other KU staff members, e.g. advisors, as needed.
- Please note: Students who disclose their disability to individual faculty or staff should be referred to the AAAC to begin the accommodation process.
Teamwork—Textbook Materials

- Textbooks: To assure adequate time for creation of alternative text (electronic text, enlarged print or Braille), faculty should provide the student or AAAC staff with titles/authors of required texts and other readings at least six weeks prior to the start of a semester.
Other Class Text Materials

AAAC has text conversion resources available to convert instructor generated materials with adequate lead time.
Teamwork: Note-taking

- Students who are identified as eligible for note-taking accommodations obtain a note-taker packet of no carbon required paper and an instruction sheet.
- The course instructor and the student meet to discuss the best way to secure a qualified, primary note-taker.
- Students must attend class to obtain notes.
Teamwork: Test Accommodations

- Instructor may choose to facilitate the alternate administration of course exams.
- Instructor may ask that AAAC facilitate alternate administration of exams at the AAAC Testing Center, 30 Strong Hall.
Test Accommodations

- Students must contact faculty who are providing exam accommodations at least five business days prior to the day of the exam.
- If AAAC is facilitating the exam accommodation, the student must complete an online test request form at least FIVE (5) business days prior to the date each non-final exam is scheduled to be given.
- Online requests must be made at least TEN (10) business days before final exams.
Testing Accommodations

- Exams will be administered at the designated class time unless an alternate time is authorized by the instructor.
- Instructors and AAAC agree upon the transmittal or drop off of exams to be given, and pick up or delivery of completed exams.
- Any instance of academic misconduct as defined by University Senate Article II, Section 6 will be referred to the instructor.
Teamwork: Accommodations for Students Who Are Deaf

- AAAC strives to provide quality real-time auditory access to academic and co-curricular experiences.
- Sign language interpreting and real-time speech-to-text services are the primary accommodations processes for students who are deaf or hard of hearing.
Accommodations for Students who are Deaf

- Faculty will be notified at least two weeks prior to the start of classes when a student who is deaf will be enrolled in a course.
- AAAC will work with faculty to obtain a syllabus, textbook, and other course-related materials for the service provider.
- Staff from AAAC are responsible for set up of any equipment necessary for real-time speech-to-text.
Accommodations for Students who are Deaf

- Students are responsible for attending class and providing notification to AAAC if they must be absent for any reason.
- Interpreters are available to facilitate communication between faculty and staff and students who are deaf.
- Services are also available for class-related and co-curricular activities.
What if...

- A student discloses a disability after the fact, e.g. after failing an exam?
  - Accommodations are not provided retroactively.
  - Students should be referred to AAAC to register for services.
What if...

- Students are eligible for accommodation, but do not request them (e.g. alternate text or exam accommodation) after notifying the instructor of their eligibility?
  - The responsibility for activating any accommodation is the student’s. S/he must initiate any request within the noted time parameters.
Accommodating the KU Way

Click here for the video:
The AAAC Team

- Mary Ann Rasnak, Ed.D., Director
- Andrew Shoemaker, Associate Director
- Arika Sprecker, Assistant Director and Alternative Text and Exam Coordinator
- Julie Loring, Disability Specialist
The KU Diversity and Equity Team

- Fred Rodriguez, Ph.D., Vice Provost for Diversity and Equity

- Meet the Office of Institutional Opportunity and Access team:
  - Jane McQueeny, J.D., Executive Director of Institutional Opportunity and Access
  - Jamie Simpson, MSE, Director of Accessibility and ADA Education
  - Victor Holden, Investigator Trainer
  - Chris Campbell, EO Specialist
Additional Resources

• Link to IOA website: www.ioa.ku.edu

• Links—AAAC website: www.achievement.ku.edu

• Link to accommodation statement for syllabus: http://www.disability.ku.edu/~disability/faculty/syllabus_statement.shtml

• Link to the Office for Civil Rights’ Reading Room that provides comprehensive links to publications pertaining to anti-discrimination: http://www2.ed.gov/about/offices/list/ocr/publications.html