

The Department for Disability Access and Advising (D²A²)

216 Pratt Hall, 724.357.4067, disability-access@iup.edu

www.iup.edu/disabilitysupport

“Fast Facts”

- Serve 750-850 students – **undergrad AND graduate** - freshman to doctorate - in any semester
- Students receiving accommodative services have provided official documentation of their disability
- Department focuses on ensuring accommodations needs are met and helping students learn to use services
- Most typical disabilities represented:
 - Learning Disability (30%) ● ADD/ADHD (32%) ● Psychological (18%) ● Other (6%)
 - Traumatic Brain Injury/Concussion (5%) ● Hearing (3%) ● Vision (3%) ● Uses W/C (3%)
 - Other Mobility/Physical (1%) ● Autism Spectrum Disorder (ASD) (1%)
- D²A² makes an “accommodation plan” using the documentation, prior services, student feedback
- “Accommodation plans” include ALL accommodations for which the student is currently eligible; including graduate exams and comprehensive exams, e.g., BUT students may not use all accommodations
- **Regular D²A² support meetings** are recommended for all new students and any under 2.0
- Services used have increased over the past two years; especially in test-proctoring, by approx. 30%
- Most Typical Services (we also hire interpreters, arrange CART, e.g.)

3403 “Dear Professor”
Memos sent

1530 Class
Note-Taking
Requests

346 Alternate
Format Texts
Provided

920 Exams
Proctored

- Receiving a “Dear Prof” memo indicates intent to use service – student may approach professor OR professor may approach student, **but accommodation(s) MUST be provided when requested.**
- **Even “pop” quizzes are/must be accommodated** (email us and we will help set up)
- **Extended time, and other necessary accommodations, MUST be provided for on-line courses/exams**
- Professors are to provide accommodations, if requested, whether or not the student attends class regularly or “seems” to need
- Beyond “traditional” alternate exam formats (enlarged, braille, dictated, e.g.), the courts may be moving toward requiring other formats; for instance, essay replacing multiple choice. (The best method toward deciding; MUST the test be this way...or do I (the prof) “prefer” it this way? Is this the ONLY way to test?)
- We serve athletes with concussions
- Also, we will make accommodation arrangements for students with temporary disabilities
- *When you call: because each student has a D²A² adviser, some of who are part-time, indicate the student about whom you are calling. The receptionist can leave a message for the student’s specific D²A² adviser.*

Some Procedures of Which to Be Aware

- **Accommodated Exams**
 - Students submit the proctored *Test Request Form* three (3) days in advance
 - **You sign the request form**, so that we know that you are aware of/agreed to the arrangements
 - D²A² assigns a room and proctor/reader and emails all parties
 - Tests are proctored on the day/time closest to the actual class (*as long as there is time before or after the class on the students’ schedule to allow for the extended time*)

- **Offering extended time yourself is okay IF it is in a separate room without any comings and goings; it is NOT okay to allow the student to come ahead of the class and/or stay late – the comings and goings of other students are disruptive and invalidate the accommodation**
- **Note takers** are volunteers from the designated class
 - The class receives an email seeking volunteers.
 - Volunteers must have a good gpa and must review a handbook and take a quiz
 - They must submit notes weekly to D²A²
- Recordings of classes must be allowed; if on the accommodation plan
- **On-line courses and materials should be accessible; need captioning for a student with hearing loss**
- Not required, but if a fire or other emergency occurs, the stairwells are “areas of rescue”; newer buildings have alarms. In older ones, the stairwell is ‘swept:’ useful for someone to call University Police (7-2141)

Other “Things to Know”

- New students (and students with hidden disabilities) may not know how to ask for services; in high schools, much is “known” and “taken care of”; thus, **it is okay, even desirable, to approach students privately and ask about needs**
- Some students with disabilities may choose not to use services; that is fine, but if they choose to, D²A² is the DESIGNATED point of contact for service requests
- At the point that a student does seek to use services, even well into the semester, we must provide these. [Any retroactive services will be at the discretion of the instructor. D²A² is delighted if such occurs, but this cannot be mandated.]
- Faculty do not review documentation; that is the responsibility of D²A² as the designated office
- **Faculty are ENCOURAGED to ask questions about accommodations; do not feel you have to be an expert**
- If we do not know, we research/find out, who to provide a service
- **Referrals are appropriate**, if a student “does not know about D²A²”
- D²A² does not “test” for disability; but a student seeking such may be directed to make an appointment with D²A² to learn about options for documenting disability
- Some students must be **absent for extended periods** for medical/psychological reasons. IF this can be accommodated in any way, it is strongly recommended. Currently, instructors deem attendance policies. *Strictly speaking, legally, one would be required to demonstrate that attendance was ESSENTIAL, should one be asked. [With increasing provision of course materials on-line, it is more difficult to argue that there are no other ways to present the material; however, we are, still, primarily, a classroom based institution.]* We will interactively work with a faculty member and student to arrange limited, specific arrangements.

Who We Are:

Director/Chairperson: Dr. Catherine Dugan (cmdugan@iup.edu)

Assistant Director: Dr. Todd Van Wieren (toddvw@iup.edu)

D²A² Adviser: Dr. Ray Beisel (raybeise@iup.edu)

Note Taking Services Coordinator/D²A² Adviser: Mr. Marc Anozil (m.anozil@iup.edu)

Alternate Text Services Coordinator/D²A² Adviser: Ms. Kylie Froehlich (k.r.froehlich@iup.edu)

Accommodated Test Coordinator/Administrative Assist: TBA

A Sampling of Items on the DSS Web Site

- The D²A² Student Handbook (given to all students as a policy/guidance document)
- A revised and expanded “faculty handbook”
 - Forms