



A Quick Synopsis of What You Need to Know

- Served about 918 students – **undergrad AND graduate** – during Fall 2018 (5% increase from 2017)
- Students have provided official documentation of their disability
- Focus is on ensuring access/accommodation needs are met/helping students learn to use services
- Any student providing documentation, is eligible; including: degree seeking, clock hour, dual enrollment, or extended studies
- We also serve athletes with temporary concussions; and provide accommodation arrangements for students with temporary disabilities

What We Do and Why We Do It

The **Department for Disability Access and Advising (D²A²)** serves the student, the faculty member and the university by ensuring educational and co-curricular access and accommodations. We seek to achieve both physical and attitudinal access. We assign each student registered with D²A² an adviser from within our department.

Each student receives an accommodation plan based on their documentation and the functional limitations of the student's disability. Our accommodations requests are increasing.

Accommodations may include, but are not limited to (number in 18-19):

- Accommodated testing for in-class and online exams and quizzes - extended time, read or transcribed, including graduate exams (1037)
- Assistance with seeking resources such as financial aid, career preparation and opportunities
- Braille and alternate format texts and handouts (64)
- Captioned audio-visual materials
- "Dear Professor Memos," verifying the need for accommodations (3609)
- Liaison/advocacy with faculty/other departments
- Meetings with an assigned D²A² advisor (approx. 2391, '18-'19; 2 temp advisers not reported)
- Note-taking services requests (1498)
- Office of Vocational Rehabilitation (OVR) referrals
- Sign language interpreters; CART
- Visits to the office: over 12, 185 entries in spring '19

Receiving a "**Dear Prof**" memo indicates intent to use service – the student may approach professor OR the professor may approach student, **but accommodation(s) MUST be provided when requested**; whether or not the student attends class regularly or "seems" to need them.

Disability Categories Served by D²A² (Fall 2018)

- > Attention Deficit/Hyperactivity Disorder: 26%
- > Autism Spectrum Disorder: 2%
- > Blindness and Visual Impairment: 2%
- > Deafness and Hearing Loss: 3%
- > Emotional/Psychological Disability: 28%
- > Learning Disability: 22%
- > Medical/Health: 13%
- > Mobility: 1%
- > Traumatic Brain Injury: 5%

With Regards to Accommodations

- **Recordings of classes must be allowed**; if on the accommodation plan (students can sign an acknowledgement that the material will be destroyed after the class, if needed)
- **FM/Bluetooth Sending Devices** must be worn by the professor, if provided or requested by the student
- **Interpreters** typically decide/know where to sit and will discuss with the professor and student as needed
- **Materials may need to be enlarged; all videos, of any type, should be captioned** (alternatively a script provided); this cannot be done without notice
- **On-line courses and materials should be accessible; may need captioning** for a student with hearing loss
- **Extended time, and other necessary accommodations, MUST be provided for on-line courses/exams**
- **Laptops** are not required as an accommodation, but we may recommend them for some students
- **Service animals** are only dogs or a miniature horse. They may be in classrooms (If you are unsure if a dog is a services animal, we will ask two questions.)

- We cannot require a student with a **service animal** to register with D²A² if that is the only accommodation, but we can suggest that they volunteer register
- **Emotional Support Animals (ESA)** are allowed only in the residence hall AFTER approval by D²A² and housing
- Beyond “traditional” **alternate exam formats** (enlarged, braille, dictated, e.g.), other formats *may* be required; 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?)

Some Procedures of Which to Be Aware

Accommodated Exams

- Students submit the *Test Request Form* three (3) days in advance (one (1) week for finals)
- **You sign the request form**, so that we know that you are aware of, and have agreed, to the Proposed arrangements
- D²A² assigns a room and proctor and/or reader and emails all parties
- Extended time is 1.5-2.0 times that allotted to the class, in most circumstances
- Tests are proctored on the day/time and closest to/after the class on the students' schedule to allow for the extended time)
- Tests may be emailed to the secure dss-test@iup.edu

Note Taking Services

- The class receives an email seeking a volunteer
- Volunteers must have a good GPA and must review a handbook and take a quiz
- They must submit notes weekly to D²A² in person, or by email
- Note taking services are legally required; professors may be asked to designate a note taker, if no student volunteers

Absences/Extended Time for Assignments

- Some students must be **absent for extended periods** for medical/ psychological reasons
- IF this can be accommodated in any way, it is strongly recommended
- If a student knows that they may need to be absent during the semester, due to a chronic disability and/or an exacerbation of a disability, the student should let D²A² know
- D²A² must reviewing the need for absence/ extended time with the professor, using questions provided us by the federal government
- This, **“interactive process,”** MUST be engaged in by D²A² and the professor; The student CANNOT/SHOULD NOT be required to be responsible for the process; though they are consulted

- Ideally, we start the process before the semester starts but let us know if this arises throughout the semester

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.]
- If we do not know, we research/find out, how to provide a service
- You do not have to be an expert; we encourage questions
- **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

Who We Are

- Director/Chairperson: Dr. Catherine Dugan (cmdugan@iup.edu)
- Assistant Director: Dr. Todd Van Wieren (toddvw@iup.edu)
- Accommodated Test Coordinator/Secretary: TBD (dss-test@iup.edu)
- Note Taking Services Coordinator/D²A² Adviser: Ms. Julie Senyk (j.senyk@iup.edu)
- Alternate Text Services Coordinator/D²A² Adviser: Ms. Lillian Peterson (L.E.Peterson2@iup.edu)
- D²A² Adviser: Ms. Cassandra Fenton (C.Fenton@iup.edu)

A Sampling of Items on the D²A² Web Site

- The D²A² Student Handbook (given to all students for policy/guidance) • “The D2A2 Faculty Handbook” • Forms (fill out, save, email) • Events guidance • Career info
- Guidance about working with different disabilities
- Handout on *Notable People with Disabilities* (copy and use as you want) • Other resources

The Department for Disability Access and Advising
 Phone: 724-357-4067
 E-mail: disability-access@iup.edu
 Website: <https://www.iup.edu/disabilitysupport/>