



# Office of Student Assistance

## Disability Accommodations Notification

<b>Student's Name:</b> Sample Student	<b>Semester:</b> Fall 2008
<b>Class:</b> Sample Class	<b>Credits Enrolled:</b> Full time (13)

In accordance with the Americans with Disabilities Act (ADA), the student whose name appears above has a documented disability and is registered with the IWCC Office of Student Assistance to receive disability services. This student requested and was determined eligible to receive the accommodations listed below. This notification should be considered confidential between the instructor and the student listed above. However, the student is encouraged to discuss these accommodations with his or her instructors. This individual may need all of the accommodations listed or only a few, depending on the course instruction method, content, etc.

**Accommodations:**

- Note taker
- Sign Language Interpreter
- Extended time (time and a half) on exams

After the necessary accommodations have been provided, this student should be graded according to the same standards used for other Iowa Western students. Further explanation for some of the more common accommodations is found on the back of this notification. Any questions regarding this information or alternative classroom strategies for this student, should be directed to:

**Hugh Irwin, MS, CRC, LMHP, CVRC, - Director**  
**Disability Services and Student Assistance**  
**Clark Hall - Room 006**  
**E-mail: [hirwin@iwcc.edu](mailto:hirwin@iwcc.edu)**  
**Phone: (712) 325-3390**

THIS INFORMATION IS CONFIDENTIAL  
PLEASE HELP PROTECT THE STUDENT'S RIGHT TO PRIVACY

I have read the above information and am in agreement with the accommodations indicated and my responsibility in the process of receiving them. I agree to immediately notify my instructor and/or the Student Assistance Office if there are any problems or concerns.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Tape-recorded lectures** – Recording should be done in a manner that is not disruptive to the flow of the class. Student agrees to keep all taped material confidential and dispose of it once the semester is over.

**Note-taker** – Once the instructor is notified that the student wishes to use a note-taker, the instructor should make an announcement in class such as: “There is a student in this class with a disability who needs assistance in note-taking. Note-takers can choose to be paid or volunteer. If anyone is interested, see me after class.” Of those who voice interest in taking notes, the instructor should use good judgment in choosing a reliable and organized individual. When the instructor meets with the note-taker after class (or by appointment), the instructor should give him/her the name of the student who is receiving the notes. Then, the instructor should have the note-taker contact the Academic Support/Student Assistance Office (325-3390) in Clark 214 to receive information (terms of compensation, timesheets, paper, etc.) At some point during the semester, the note-taker may ask an instructor to verify that they have been taking notes and that the student was receiving a copy of them by initialing their timesheet.

**Textbooks on Audiotape** – Students are responsible for obtaining textbook information for their classes in advance. Because this takes quite a bit of pre-planning, a student might contact an instructor regarding which textbooks will be used for a class before the semester even starts. Instructors should notify this student as soon as they have the textbook information. Once the class has begun, there is usually nothing more that an instructor needs to provide.

**Sign Language Interpreter** – Interpreters are provided to deaf and hard-of-hearing students. If the student is late or absent from class, the interpreter is to wait for the first ¼ of the class time. After three consecutive absences, the interpreter will discontinue services and the student should be referred to the Academic Support/Student Assistance Coordinator. Instructors should note that in most situations, a note-taker would also be needed for the student. For more information, please refer to the *Using an Interpreter in the Classroom* handout.

**Extended time for examinations** – The method in which this accommodation is carried out can be flexible and made to fit the needs or time constraints of the instructor and the student. The student is responsible for notifying the instructor a week before the scheduled exam if they wish to use extended time. The instructor is responsible for providing a proctor for the additional time and testing space if they cannot remain in the classroom.

**Separate room for examinations** – The method in which this accommodation is carried out can be flexible and made to fit the needs or time constraints of the instructor and the student. The student is responsible for notifying the instructor a week before the scheduled exam if they wish to use a separate room. The instructor is responsible for providing a quiet testing area and proctor. The Academic Support/Student Assistance Coordinator can assist if the instructor is having difficulty finding space.

**Reader for examinations** – It is the responsibility of the student to notify the instructor at least a week before each test if he or she wishes to use a test reader. The student must also make a written request to the Academic Support/Student Assistance Coordinator a week before each test. The Coordinator will provide a location and reader/proctor for the exam. The instructor is responsible for providing the Coordinator with a copy of the test. Please note that due to time and space constraints, tests that have readers may not always be administered at the same time as the normally scheduled test. However, if the test is scheduled at a different time, the instructor will be notified.

**Enlarged print for exams and class material** – The instructor is responsible for getting all classroom materials to the Office of Academic Support/Student Assistance in a timely manner for enlargements. If the instructor wishes to make the enlargements, the Student Services print code will be given to the instructor for enlargement purposes only.

**Preferential seating** – Instructors only need to become involved if the seating that the student requires is full or unavailable. If the type of seating that the student needs is not available, please contact the Academic Support/Student Assistance Coordinator.

**Written assignment modifications** – Due to a disability, some students may require extended time, access to a computer, and/or spell and grammar check software tools to complete an *in-class* written assignment. If it does not affect the fundamental purposes of the course, a student who needs such accommodations should be allowed access to a computer to complete *in-class* written assignments. The method in which this accommodation is carried out can be flexible and made to fit the needs or time constraints of the instructor and the student.

*Services for Students with Disabilities handbooks, which provide comprehensive information about policies, services and resources, are also available to students, faculty, and staff. Please contact the Academic Support/Student Assistance Office if you wish to receive one.*