

Instructional Faculty Guide to Access



Grossmont College

Who We Are & What We Do

The Accessibility Resource Center (A.R.C.) is the student disability support office at Grossmont College providing access to education for students with disabilities.

We offer:

- Academic accommodations
- Disability management & support services
- Individualized academic/career/personal counseling services
- Supplemental instruction and courses

Accommodations

Accommodations are determined by assessing the impact of disability and are individualized through an interactive process with the student.

They may include, but are not limited to the accommodations listed here.

- Note taking assistance
- Audio recording lectures
- Preferential seating
- Short breaks
- Personal attendant/student aide
(Not provided by A.R.C.)
- Accessible furniture
- American Sign Language interpreters
- Real Time Captioning services
- Testing accommodations
- Assistive technology & equipment
- Alternate media & audiobooks

Some accommodations may require instructor support for implementation, while others do not. Those accommodations that may be best facilitated with instructor support will be further addressed in this presentation.

Counseling & Support Services

Individualized Counseling

- Disability management
- Academic counseling
 - Certificate, degree, transfer planning
 - Abbreviated & comprehensive education plans
- Career exploration
- Personal counseling
- Campus & community linkages
- Reduced load recommendations for EOPS & Grossmont-Cuyamaca College Promise

Support Services

- Priority registration
- Registration assistance
- Petition assistance
- Learning Disability testing
- On-campus transportation
- Locker loan
- Extended time at Tutoring Center
- Supplemental Instruction (PDSS classes)

Eligibility

The student must:

- Enroll in classes at Grossmont College
- Have a disability which impacts education
- Apply for services and provide verification of disability documentation

Disability Categories (Title 5):

- Physical Disability
- Deaf and Hard of Hearing
- Blind and Low Vision
- Learning Disability
- Acquired Brain Injury
- Attention-Deficit Hyperactivity Disorder (ADHD)
- Intellectual Disability
- Autism Spectrum
- Mental Health Disability
- Other Disabilities & Temporary Health Conditions

New Student Process



Students seeking accommodations and services must:

1. **Apply to the A.R.C. online.** Complete and submit an A.R.C. Application and Verification of Disability documentation. The A.R.C. will contact the student to schedule an intake appointment.
2. **Complete an intake appointment.** Engage in an interactive process with an A.R.C. Counselor/Specialist. Get accommodations approved and receive an Authorized Academic Accommodations letter.
3. **Activate accommodations every semester.** This is only necessary for certain accommodations that require A.R.C. coordination. Go to grossmont.edu/arc and click on "Activate Accommodations". Dialogue with instructors regarding accommodations; show/provide an accommodations letter.

All services are voluntary and confidential. Please make every effort to maintain a student's privacy.

To protect students and instructors, instructors should avoid asking the student to verify their diagnosis or disability and should not question the existence of a disability after accommodations have been established.

Accommodations Letter

- An Authorized Academic Accommodations letter is a student's formal document that verifies their services provided by the A.R.C. and shows a summary of approved accommodations.
- In efforts to foster a working relationship, students are advised to inform instructors about their A.R.C. services and may share or provide their accommodations letter to assist with the dialogue.
- Students have legal rights to the accommodations identified on their letter. Instructors may direct questions to the A.R.C. or the Counselor/Specialist listed on the letter.

THIS DOCUMENT IS FOR STUDENT INFORMATION ONLY



Authorized Academic Accommodations



Today's Date: 8/18/2022

Student Name: Griffin, Gloria

ID#: 0123456

ATTENTION INSTRUCTOR: This document is for student information only. The above-named student is receiving accommodations through the Accessibility Resource Center (A.R.C.). The student may show you a copy of this letter to inform you of their accommodations; **this does not require any action on your part. To set-up exam accommodations, the student will submit a separate request form to the A.R.C. and testing accommodation paperwork will be emailed to you from the A.R.C. Testing Center.** The student's accommodations are confidential, so please make every effort to ensure their privacy.

ATTENTION STUDENT: As a student with the Accessibility Resource Center (A.R.C.), you are responsible for the timely set-up and use of your academic accommodations. Each semester, you must complete an online Request for Accommodations form(s) and use your accommodations according to A.R.C. guidelines. Because the A.R.C. encourages self-advocacy, you are encouraged to discuss your accommodations with your instructors at the beginning of each semester. You are advised to contact an A.R.C. Counselor/Specialist if issues arise with accessing your accommodations or if you wish to request changes to your accommodations.

SUMMARY OF AUTHORIZED ACADEMIC ACCOMMODATIONS:

Audio Recording of Lectures: The student is approved to audio record class lectures using a recording device. Audio recordings are to be used for personal study use only. **Video recordings are not permitted.** The student must abide by all terms of the *Audio Recording Agreement*. To borrow equipment (subject to availability) for audio recording, contact the Assistive Technology Center (ATC).

Note Taking Assistance: The student is approved for notetaking assistance. A copy of lecture notes may be provided by a volunteer peer note-taker. The student may ask the instructor to confidentially recruit a volunteer peer note-taker. The volunteer peer note-taker may use a no carbon required (NCR) notebook for notetaking. At the end of each class, the student will collect duplicate lecture notes provided by the volunteer peer note-taker. To obtain free NCR notebooks, contact the A.R.C.

Short Breaks: The student is approved for short breaks (typically no more than 5 minutes) during class and is responsible for any missed content.

Supporting Access to Accommodations in the Classroom

Exam Accommodations

The A.R.C. Testing Center (Bldg 60-120) proctors exams including quizzes, tests, midterms, finals, etc. for students with authorized exam accommodations.

- Exam accommodations may include:
 - Extended Exam Time
 - Distraction Reduced Setting
 - Assistive Technology
 - Accessible Formats
 - Other
- Students approved for exam accommodations must activate the accommodation by completing an online form every semester.
- Instructors will receive student testing accommodation paperwork by e-mail from the Testing Center (students will not present this paperwork to instructors). The Testing Center will coordinate and request exams from instructors.
- For proctoring, students must schedule their exams with the Testing Center.
 - Tests and quizzes must be scheduled a minimum of ONE week in advance.
 - Finals must be scheduled starting ONE month in advance.

Audio Recording Lectures

- Students approved to audio record lectures may use a tape recorder, digital recording device, tablet or computing device, smart phone, or other audio recording device in the classroom.
- The A.R.C. offers assistive technology that may be used on a student's smart phone.
- Students can borrow physical and digital equipment from the A.R.C. by visiting the Assistive Technology Center (ATC) in Building 70-135.
- Students agree to use this accommodation for personal study use only. Inappropriate use may be subject to the College's Code of Conduct.

Notetaking Assistance

- Students approved for notetaking assistance may request a copy of lectures notes, which may come from a classmate, who will act as a volunteer peer notetaker.
- For in-person lectures, students may ask the instructor to recruit a volunteer. The student will provide the instructor with a no carbon required (NCR) notebook and the instructor can give the notebook to the volunteer peer notetaker.
 - The NCR notebook requires the volunteer to take notes on a set of original (white) and copy (yellow) pages. Copy pages will be collected by the student at the end of each class.
- For live online lectures, students may ask the instructor to arrange the exchange of digital notes between the volunteer and the student.

ASL Interpreters & Real Time Captioning

- Students who are deaf or hard of hearing may have an ASL interpreter or real time captioning service accommodation in the classroom and for class-related activities. Services are coordinated by the A.R.C.
- ASL Interpreters and Real Time Captioners are trained and experience professionals. They will position themselves in the classroom to best facilitate services.
- It may be necessary for instructors to provide lecture presentations or materials ahead of time so that the ASL Interpreter and Real Time Captioner can prepare for the class including for discipline-specific terminology that may be used in class.
- ASL Interpreters and Real Time Captioners may help facilitate communication on behalf of the student.

Personal Attendants

- Students approved to have a personal attendant (or student aide) in the classroom will provide the instructor with a copy of the A.R.C. Personal Attendant Agreement form.
 - This form is completed at the A.R.C. and indicates to instructors that the personal attendant has been approved to attend class with the student.
 - The form identifies appropriate roles and responsibilities of the student and the personal attendant in the classroom and in an academic environment.
 - Personal Attendants are typically employees at agencies that partner with the San Diego Regional Center or other service providers. Their formal position with their employer is usually called Tailor Day Facilitator.

Other Accommodations

- There may be accommodations requested by the student that are not listed on the accommodations letter because they require one-on-one coordination with the instructor.
- These include disability related absences, assignment deadline extensions related to impact of disability, memory aid (such as a notecard or note page) for exams due to impact of disability, etc.
- When students request these accommodations and the A.R.C. finds them to be reasonable due to impact of disability, the A.R.C. Counselor/Specialist will contact the instructor to collaborate on implementation of the accommodation.
- The A.R.C. Counselor/Specialist will also ask the student to discuss the accommodation with their instructor.

Student Rights & Responsibilities

Students with disabilities have the **right** to:

- Participate voluntarily with the A.R.C
- Be evaluated based on ability and not disability
- Confidentiality
- Protection against discrimination

Students with disabilities have the **responsibility** to:

- Provide formal verification of disability documentation to the college (A.R.C)
- Request accommodations in a timely manner
- Follow policy and procedure for obtaining and using accommodations
- Work cooperatively with A.R.C staff and faculty to determine and implement accommodations
- Adhere to academic policies and conduct standards of the College

Faculty Rights and Responsibilities

Faculty have the **right** to:

- Set and post academic standards for all students
- Evaluate all students based on the standards of the course
- Academic freedom of subject matter and educational content

Faculty have the **responsibility** to:

- Use A.R.C. as a resource to assist in the provision of accommodations in a timely and effective manner
- Provide and present course materials in accessible formats (i.e. all videos should be captioned)
- Select textbooks in a timely manner so that accessible formats can be developed or acquired
- Maintain a student's confidentiality and privacy about disability and services
 - Do not discuss a student's disability or services in public settings (to other students or staff)

Faculty do not have the right to refuse an authorized accommodation, to question whether a disability exists when accommodations have been authorized, to inquire about the nature of a student's disability, or to examine a student's verification of disability documentation.

Sample Course Syllabus Statement for A.R.C.

Academic Accommodations

Students with disabilities who may need accommodations in this class are encouraged to notify the instructor and contact the Accessibility Resource Center (A.R.C.) as soon as possible (early in the semester) so that reasonable accommodations may be authorized and implemented in a timely manner.

Accessibility Resource Center (A.R.C.)

Location: Building 60, Room 120

Email: grossmont.arc@gcccd.edu

Phone: (619) 644-7112

Website: grossmont.edu/arc

Want your students to learn more about the A.R.C.?

Request an informational presentation for your class! E-mail Christine_Ho@gcccd.edu

A.R.C. Contact Info



A.R.C. Main Office	A.R.C. Testing Center	Assistive Technology Center
<p data-bbox="247 476 484 508">Building 60-120</p> <p data-bbox="189 568 542 601">Phone: (619) 644-7112</p> <p data-bbox="210 661 521 694">Fax: (619) 644-7980</p> <p data-bbox="112 754 620 787">Email: grossmont.arc@gcccd.edu</p> <p data-bbox="142 847 587 880">Website: grossmont.edu/arc</p>	<p data-bbox="846 476 1083 508">Building 60-120</p> <p data-bbox="797 568 1132 601">Phone: 619-644-7120</p> <p data-bbox="703 732 1226 809">Email: grossmont.arc.testing@gcccd.edu</p>	<p data-bbox="1445 476 1682 508">Building 70-135</p> <p data-bbox="1387 568 1740 601">Phone: (619) 644-7693</p>