

COLUMBUS STATE

COMMUNITY COLLEGE

Disability Services and the
College Credit Plus (CC+)/
Dual Enrollment Instructor

What is Disability Services?

- Disability Services is the college office that approves accommodations for any student with a disability taking college-level coursework.
- Accommodations for **postsecondary** students with disabilities are approved through the lenses of The Americans with Disabilities Act (**ADA**) and The Rehabilitation Act of 1973, Section 504, **Subpart E**.
- Accommodations for **secondary** students with disabilities are approved through the lenses of The Individuals with Disabilities Education Act (**IDEA**), Free Appropriate Education (**FAPE**), and The Rehabilitation Act of 1973, Section 504, **Subpart D**.

What's the Difference?

Secondary	Postsecondary
IDEA, FAPE, Subpart D	ADA, Subpart E
Teachers and staff will help students learn, understand, and remember class materials.	The student is expected to learn, understand, and remember class materials.
Teachers and staff are aware which students have an IEP/ETR, ISP, or 504 Plan	Student must self-disclose disability to Instructor and provide a copy of their Letter of Accommodation

Who Approves CC+/ Dual Enrollment Accommodations?

- When a CC+/ Dual Enrollment student is taking college-level coursework, and earning college credit, accommodations are **approved** by Columbus State Community College's Disability Services.

Who Provides CC+/ Dual Enrollment Accommodations?

- Dependent on the location of the CC+/ Dual Enrollment class.
- If the class is taught at the high school, the high school will provide the accommodations when/if available and appropriate.
 - If the high school is unable to provide a specific accommodation, Columbus State will provide said accommodation.
- If the class is taught at a Columbus State campus, Columbus State will provide the accommodations.
- Regardless of class location, the student **must** register with Disability Services in order to receive accommodations.

Letter of Accommodation

- Students must provide Instructors with a copy of their **Letter of Accommodation**. This serves as proof of registration with Disability Services.

COLUMBUS
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LETTER OF ACCOMMODATION

Dear Instructor:

This letter certifies that the following student is officially registered with Disability Services:

STUDENT NAME: Sample Sample ID: 0123456

Disability Services has thoroughly reviewed this student's documentation and has approved the following accommodations to ensure the student's access to materials and information in your class:

Approved Accommodations which require instructor support:

- Audio Recording Device in Class — The student is permitted to record class lectures using an audio recording device (recorder, mobile device, smart pen) to support note-taking.
- Instructors Notes for Study Purposes — Student is approved to receive a copy of Instructor's notes, IF the instructor has created them. NOTE: This does "not" enable the student to use these notes on exams.
- Note-taker Notebook — The student will provide a carbon-copy notepad to a volunteer notetaker. Student may need assistance from the instructor to find a notetaker.
- Advocacy with Instructors — The student's Disability Services Advocate may need to contact the instructor to address any unique challenges that arise related to the student's disability.
- Testing Accommodations — If the student asks to use their testing accommodations, the instructor will need to submit the DS Test Administration Request Form and test/quiz, "at least" 2 business days in advance.

Approved Accommodations which Disability Services will facilitate:

- Audio Formatted Exams/Quizzes
- 2x Time on Exams/Quizzes
- Private Room
- Calculator
- Keyboard use to Type Exams/Quizzes
- Scribe for Tests/Quizzes
- Captioning Services for in-class lectures
- Double Time in Writing Center
- Alternate Media - Audio

Provision of this letter to you indicates that the student is requesting academic accommodations. The implementation of academic accommodations is a *shared responsibility* between the student, the instructor and Disability Services. Please discuss each requested accommodation and how it will be implemented so that it is appropriate to both the student's needs and the format of your course.

It is understood that the student must still perform all essential functions and meet all requirements of the class.

We appreciate your assistance in this collaborative effort to ensure that this student receives appropriate accommodations. If you have any questions, please feel free to contact us at 614-287-2570.

Sincerely,
The Disability Services Team

Here is a link to the Instructor Handbook on the Disability Services webpage:
<http://www.cscs.edu/services/disability/pdf/Disability%20Instructor%20Handbook.pdf>

Student Testing Agreement Request (STAR) Form

- Students who are registered with DS and testing at a CSCC testing center are required to complete a Student Testing Agreement (STAR) Form in order to utilize their approved accommodations during testing.

Summer 2017

Disability Services
Student Testing Agreement Request (STAR) Form

This form serves as notification that a student intends to use their approved testing accommodations. Instructors, this student should also provide you with a copy of their Letter of Accommodation from Disability Services.

Student Name	Student Contact
Sample Student	sample@student.cscce.edu & (000) 000-0000
Course	Cougar ID
CSCC 1100	123456

Testing Accommodations

2x Time on Exams/Quizzes, Audio Formatted Exams/Quizzes, Frequent Breaks During Exams/Quizzes, Private Room

Instructor Name	Instructor Email
Sample Instructor	instructor@cscce.edu

Instructor Procedures for Testing Accommodations:

- Fill out one Test Administration Request Form (TARF) per student per test/quiz [Download TARF](#)
- Submit the test/quiz & TARF at least 2 business days prior to its first available date.
- Blackboard tests must have double time set in advance and also include a Blackboard Test Admin. Form.

Testing Location Columbus Campus

Students: Please note that this is your testing location for this course for the entire semester.

Instructors: Testing materials for students testing at the Columbus (Downtown) Campus should be submitted to the DS Testing Desk in Eibling 101 or to disability@cscce.edu.

Staff:	Date:	Comments:
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Communication is Key!

- We are **all** responsible for the implementation of:
 - Classroom Accommodations
 - Letter of Accommodation
 - Testing Accommodations
 - Letter of Accommodation (LOA)
 - Student Testing Agreement Request (STAR) Form, if testing at a Columbus State Testing Center

In Summary

- All CC+/ Dual Enrollment Instructors have the same rights and responsibilities as a Columbus State Instructor with regard to students with disabilities and Disability Services.
- Disability Services **approves** college-appropriate accommodations.
- Either the High School or Columbus State **provides** the approved accommodations.

Contact Information

CSCC Disability Services

101 Eibling Hall

(614) 287-2570

www.csc.edu/services/disability