

Disability Services and Accommodations Procedures

Summary

The Center for Accommodation and Access coordinates services offered to students with disabilities. The services are provided based on individual needs of the student.

Determination of appropriate accommodations is based on assessment and documentation.

Purpose

This document describes the services offered by the Center for Accommodation and Access and the procedures for obtaining those services.

Policy

In order for services to be provided, the student must self-identify with the Center for Accommodation and Access. Appropriate documentation must be provided that indicates the nature of the accommodation needed or that provides information adequate to determine a reasonable accommodation.

Services offered (based on individual need) include but are not limited to:

- registration assistance
- institutional standardized test modifications

Classroom testing modifications, including:

- extended time on exams
- administration in a quiet, alternative location
- modification of test format
- readers
- assistance in soliciting peer note takers
- copying services/NCR paper
- sign language interpreter
- assistive listening devices
- use of assistive technology
- Ability to record class lectures
- accessible classroom

- letters of accommodations for professors
- liaison between the student and community contacts such as Vocational Rehabilitation, psychologists, etc., as needed.

Policies and Procedures Pertaining to Interpreter and Captioning Services

Local and national shortages of sign language interpreters make providing their services a serious concern to the Center for Accommodation and Access. Captioning is an area of service requiring sufficient lead-time to make arrangements with the company providing the services. Students are urged to pay close attention to the following procedures/policies when arranging services.

Students are responsible for notifying the Center for Accommodation and Access for the need of an interpreter for classes or other activities related to their classes. Other entities on campus that are in need of interpreting services should contact The Center for Accommodation and Access at least two weeks in advance of the event.

1. Participate in priority registration. Early registration is your best assurance of receiving services promptly. Switching sections or making schedule changes may present problems in providing services. To prevent interruption in services or the possible loss of an interpreter/captionist because of scheduling problems, we urge you to stay as close to your original schedule as possible.
2. Notify the Center for Accommodation and Access if there is any change in your schedule once the semester has commenced.
3. All requests for services for events require at least two weeks notification to allow time for finding an interpreter/captionist.
4. Cancellation of any reservation to use services requires 24 hours notice before the particular class or event.
5. If the student has not arrived by fifteen minutes after a class session or event is scheduled to begin the interpreter and/or captionist will leave. The Center for Accommodation and Access will document the student's absence.
6. If the student fails to inform the Office of Disabilities that services are not needed more than three times, services will be discontinued.
7. To reinstate services, the student must meet with the Director of Disability Services and sign agreement of student responsibility.

Entities on campus who are in need of interpreter services must schedule with The Center for Accommodation and Access at least two week in advance of the event.

Tutoring Services

Tutoring Services are offered to students enrolled at Columbus State University with and without disabilities at no charge. Tutoring is offered in core-curriculum subjects only and individual tutors are subject to availability. Math and science tutors are available at the Math & Science lab.

Adaptive Technology Laboratory

The Center for Accommodation and Access has an adaptive technology laboratory for students who need specialized equipment in accessing hardware and software.

Students, faculty, and staff who wish to use the equipment must schedule the room at least three days in advance.

The following equipment is available for student, faculty or staff:

- Dragon Dictate-Voice activated software
- JAWS-Screen Reader with audible, audio output
- Zoomtext-Enlarges the text on screen with audible, audio output
- Kurzweil-Reads text with audible output; assists with reading
- Inspiration-software that assists with organization of thoughts, writing skills
- Texthelp-software which assists with reading, writing
- Duxbury Braille and Thomas embosser-Software and hardware which will convert text to braille
- Headmaster-Mouse emulator for students with limited mobility
- Intellikeys-alternate keyboard
- CCTV-Equipment which enlarges text
- Victor Reader

Related USG Policy

4.1.5 Students with Disabilities

Last Update

4/15/15

Responsible Authority

Director of the Center for Accommodation and Access