



## Disability Support Services: Faculty Information

The staff of Disability Support Services (DSS) extends our best wishes for a great semester! Both federal and state law require reasonable accommodations to be provided to students who identify themselves to DSS as having a qualifying disability and DSS is able to confirm such disability via required documentation. As a CTC faculty member you play a very important role in promoting access for students with disabilities. Students affiliated with DSS are encouraged to collaborate with their instructors to ensure that they have the accommodations needed to provide them with equal access to their education.

At the start of each semester and even throughout the semester, many of you may receive a Notice of Approved Accommodation(s) Form from the DSS office. This form/letter will list approved accommodations for students who have registered and provided proper documentation of a disability to DSS. We serve students with various disabilities including, but not limited to, students with learning disabilities, visual/hearing/physical impairments, psychiatric/psychological impairments, and other health related impairments. Accommodations provided to students are determined on an individual basis and are based upon submitted medical documentation. It is imperative that faculty maintain confidentiality of students who disclose their disability or need for accommodations.

Students registered with DSS must observe all CTC rules/policies for student conduct. All students should be held to the standards as outlined in the Student Handbook.

**Accommodation Forms:** DSS Coordinators will email the Accommodation Forms/Letters to each instructor after the student has requested their accommodations from their DSS Coordinator. Students are responsible for discussing all approved accommodations the student plans to utilize with each course instructor. If you have not received a student's Accommodation Form/Letter via email from a DSS Coordinator, this indicates that the student has not requested accommodations from the DSS Coordinator. In this case, you can refer the student to the DSS Coordinator for accommodations assistance if the student indicates to you that classroom accommodations are needed. Accommodations may be requested by students at any time during the semester; however, accommodations are NOT retroactive.



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**For information/policies on Title IX pregnant and parenting students, please visit the following link:**

<http://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/disability-support-services/title-ix-pregnancy/>

**For information on service animal policies, please visit the following links:**

<https://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/disability-support-services/service-animal-policy/>

[https://www.ada.gov/regs2010/service\\_animal\\_qa.html](https://www.ada.gov/regs2010/service_animal_qa.html)

**All instructors should include the following information on their course syllabus:**

### **Course Syllabus Statement**

Disability Support Services (DSS) provides support services for students who have appropriate documentation of a qualifying disability. Students requiring classroom/academic, pregnancy/parenting, or other disability related accommodations are responsible for contacting DSS located on the central campus, Building 215, Room 111, (254) 526-1863 or (254)-526-1822. This service is available to all disability students, regardless of location. Reasonable Accommodations will be given through DSS in accordance with American with Disabilities Act (ADA) and Section 504 Rehabilitation Act. Additional information from DSS is available at <http://www.ctcd.edu/disability-support>.

### **Online Environment**

As an instructor, it is important for you to consider accessibility when creating materials for the on-line environment. The inherent issue concerning Web accessibility is complexity. There are some excellent resources available on the topic to assist you in making the Internet more accessible to students with disabilities. The World Wide Web Consortium or W3C is the international standards organization for the World Wide Web at <http://www.w3.org/WAI/>.

A few other resources include:

- The National Center for Accessible Media (NCAM) at <http://ncam.wgbh.org/>
- WCAG Tutorial at <http://www.evengrounds.com/wcag-tutorial>

### **\*Quick Links for Disability Laws & Guidelines:**

<https://www2.ed.gov/about/offices/list/ocr/transition.html#reproduction%20>

<https://www2.ed.gov/about/offices/list/ocr/docs/hq5269.html>

Please do not hesitate to contact DSS. We are here to answer your questions and assist throughout the semester. For more information about working with students with disabilities, please read the **Faculty FAQs** located under the Faculty/Staff link on our DSS website: [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support)

**Many thanks for all you do to assist our students with disabilities! Bldg. 215, Room 111, 254-526-1863/1822**