



Student Guide to Accommodative Services

Technical Education Laboratory
Room 132

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Welcome from Accommodative Services

Welcome to Rhodes State College Office of Accommodative Services! We are committed to assisting you in attaining your educational goals. We value diversity on our campus and are here to partner with you to continue to be an inclusive and equitable college.

As Accommodative Services staff, our role is to coordinate reasonable resources for you and the campus community that allow for equal access and opportunity, which can ultimately improve your ability to learn, study, and/or participate in campus activities. If you believe you are eligible for accommodations please contact Office of Accommodative Services.

This guide will answer your questions about the processes followed by Office of Accommodative Services in awarding reasonable accommodations based on your needs and provides an explanation of available resources.

If you have any questions after reading the guide, please contact Accommodative Services for additional information.

On behalf of all of us at Rhodes State College, we look forward to getting to know you!

Sincerely,

Accommodative Services Staff

TL 132
4240 Campus Drive
Lima, OH 45804
Phone: (419) 995-8476



Contact Us

Accommodative Services	Testing Center
<p>Mailing and Email Addresses Rhodes State College Accommodative Services 4240 Campus Drive, TL 132 Lima, Ohio 45804 TestCenter@RhodesState.edu</p>	<p>Mailing and Email Addresses Rhodes State College Accommodative Services 4240 Campus Drive, TL 132 Lima, Ohio 45804 TestCenter@RhodesState.edu</p>
<p>Phone 419-995-8476</p>	<p>Phone 419-995-8476</p>
<p>Location Technical Education Laboratory (TL) Room 132</p>	<p>Location Technical Education Laboratory (TL) Room 132</p>
<p>Hours of Operations Visit the Accommodative Services website at https://www.rhodesstate.edu/testing-center-and-accommodative-services/accommodative-services.html for current information</p>	<p>Hours of Operations Visit the Testing Center website at https://www.rhodesstate.edu/testing-center-and-accommodative-services/index.html for current information</p>



Understanding Accommodative Services

Students with documented disabilities, who are enrolled in the College, must have equal access to education. Students with disabilities are covered by the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973. Having an Individualized Education Plan (IEP) or “504 Plan” in high school does not guarantee that you will be eligible for disability services in college. While Rhodes State is committed to providing reasonable and appropriate classroom accommodations for students with disabilities, students in curriculum-level classes in college are expected to perform at the college level.

According to federal law, all accommodations must meet the following criteria:

- The accommodation must not compromise the essential requirements of a course, program, job, activity, or facility.
- The accommodation must not cause an undue administrative or financial hardship.
- The accommodation must not compromise safety to you or others.
- The accommodation must not fundamentally alter a course or program

Source: Section 504 of the Rehabilitation Act of 1973; 29 U.S.C. § 701 (1973).

Confidentiality

Accommodative Services maintains records of your disability according to the guidelines of the Family Educational Rights and Privacy Act (FERPA). Your Accommodative Services records are kept in the Office of Accommodative Services; these records are separate from your academic records which are maintained elsewhere in the College (Records and/or appropriate academic unit). Records received by Accommodative Services that contain information unrelated to the determination and provision of accommodations, auxiliary aids, and services will be destroyed. Information retained by Accommodative Services will be used to determine and provide accommodations. You may request a copy of your Accommodative Services records in person and a valid, government issued photo identification is required.



Understanding Accommodative Services

Qualifying for Accommodative Services

Any person with a disability that limits a major life activity may qualify for services according to federal law. The disability may be visible (mobility, vision, or hearing impairments, etc.) or invisible (ADHD, learning disabilities, chronic migraines, etc.). A major life activity is an activity that an average person can perform with little or no difficulty (walking, seeing, hearing, speaking, breathing, etc.).

Accommodative Services requires a student to complete an Intake Interview, and may require current and comprehensive documentation of the disability from an appropriate diagnosing professional. The Office of Accommodative Services will meet with every student inquiring about, or requesting, accommodations. Resources and accommodations will not be coordinated without a completed Intake Interview. You must take the lead in the Intake Interview, especially if you are over the age of 18. Family members or support providers may attend the Intake Interview with your permission, but must not speak on your behalf.



Obtaining Accommodative Services

- Complete the contact form found on the website for the Office of Accommodative Services to contact you or contact the Testing Center to schedule an appointment.
- Schedule the Intake Interview by calling, emailing, or stopping by Accommodative Services.
- Complete the Intake Interview. Bring any documents pertaining to your disability, if able. This Interview may take about an hour. During this meeting, you and an Accommodative Services staff member will discuss your disability and how it impacts your learning or participating in the classroom. You will also discuss and learn how to use approved services and accommodations.
- If required by the Office of Accommodative Services, provide any necessary documentation (Accommodative Services will provide you with forms) via mail, email, or bring to the office in person.
- Check your Rhodes State email for notification that your documentation is acceptable or for any other information.
- Pick up your Accommodation Letter(s)

Student Checklist

Please utilize this checklist to help guide your registration with Accommodative Services:

<input type="checkbox"/>	Complete Intake form
<input type="checkbox"/>	Schedule Intake Interview
<input type="checkbox"/>	Complete Intake Interview
<input type="checkbox"/>	Provide any required documentation to Accommodative Services
<input type="checkbox"/>	Request Accommodation Letter(s)
<input type="checkbox"/>	Pick up Accommodation Letter(s)
<input type="checkbox"/>	Give Accommodation Letter(s) to instructor(s) upon receiving your letters
<input type="checkbox"/>	Talk to instructor(s) regarding accommodations, especially testing accommodations
<input type="checkbox"/>	Keep a copy of your Accommodation Letter for your records
<input type="checkbox"/>	Schedule tests with the Testing Center (if a Reader or Scribe is an approved accommodation) at least 48 hours in advance of the test
<input type="checkbox"/>	Contact Accommodative Services if you have any questions about accommodations



Obtaining Accommodative Services

Student Responsibilities

When requesting accommodations, your responsibilities include:

- Provide any requested documentation from a qualified professional that identifies the nature of your disability and how it substantially impacts a major life activity.
- Pay for any medical/psychological assessments and/or record request fees.
- **Request your accommodations each term you choose to use them;** meet with the Office of Accommodative Services if you want to update your approved accommodations.
- Follow the accommodation procedures as described in this guide.
- Remind instructors of testing accommodations prior to testing; schedule appointments in the Testing Center.
- **Communicate early with each of your instructors regarding your accommodation needs, and provide them with your current Accommodation Letter each semester.**
- Maintain standards of satisfactory academic progress and behavior on campus as outlined in the Code of Student Conduct. Violations of the Code of Student Conduct will result in penalties that apply to all students, regardless of disability.
- Attend courses regularly. Attendance is not a possible accommodation provided by the College. It is the student's responsibility to contact instructors about missed classes.

Accommodation Letters

The Accommodation Letter is a confidential document created by the Office of Accommodative Services that helps Accommodative Services and you communicate your accommodation needs with your instructor(s). Your letter is made specifically for you, but does not disclose the nature of your disability. If you choose to share more detailed information with your instructor(s) that is your choice. The Office of Accommodative Services will never disclose your disability without your written permission to anyone outside the institution. The letter also includes information about Accommodative Services and ways to contact us if there are any questions.



Obtaining Accommodative Services

Presenting Accommodation Letters to Faculty

It is your responsibility to present your Accommodation Letter to your instructor if you choose to use your accommodations in a class. You should contact your instructor to privately discuss your accommodations outside of the classroom setting. This will help you feel more comfortable communicating your needs with your instructor, and allow your instructor to ask any questions.

You might want to say the following:

“Hi, I am ____ in your ____ class. I am working with the Office of Accommodative Services, and they have prepared this form to indicate the accommodation(s) I will need in your course.”

After this introduction, discuss the letter and how you and your instructor can work together to ensure equal access to the course. This conversation needs to be an interactive process. Remember, you are not required to share disability information with your instructor.

Examples of Common Accommodations

There may be many ways to accommodate a situation or activity. The following is a list of possible accommodations at Rhodes State College. Accommodations are provided on a case-by-case basis. Accommodations not listed may be available.

- **Note Taking** - Note takers are students who are enrolled in the same class as the student with accommodations. Accommodative Services and instructors can assist you with obtaining note-taking services.
- **Preferential Seating** - You may request to sit in a specific location in the classroom based on your disability. For instance, a student with a visual impairment may want to sit near the front of the class or a student with anxiety or a medical issue may request to be seated near the door in the event one needs to leave during class.
- **Audio Recording** – You may request the use of a device to record lectures in the course. There are times when this accommodation may be inappropriate; the Office of Accommodative Services will assist you in understanding and coordinating this process.
- According to the Americans with Disabilities Act (ADA), a service animal is defined as a dog that has been individually trained to do work or perform tasks for people with a disability. The task(s) performed by the dog must be directly related to the person’s disability.



Obtaining Accommodative Services

- **Sign Language Interpreters** – A student with any level of hearing impairment may receive interpretation services. The Office of Accommodative Services will make the appropriate arrangements for services with external agencies or with contracted individuals.
 - If an interpreter is needed for the entire semester, requests must be completed at least 30 days prior to the beginning of the semester.
 - If an interpreter is needed for a one-time event or other limited-time need, requests must be completed at least five business days prior to the event.
 - If short notice is given regarding the need for an interpreter, the college will try to meet your request but it may not be accommodated due to scheduling conflicts or inability to secure an interpreter by the requested time.
 - If changes are made in class scheduling, Accommodative Services needs to be notified immediately. You need to contact Accommodative Services 24 hours in advance if you will be absent from class. If you miss two classes in a row, interpreting services will be suspended until you meet with Accommodative Services to discuss the problem.
- **Assistive Technology Software/Equipment** – The Testing Center has several software programs to assist students with disabilities while testing.
 - It is your responsibility to notify Accommodative Services of the need for any adaptive/assistive devices prior to the beginning of each semester. Some assistive technology may be provided on the same day as a request is made; for more extensive technology, additional preparation time may be required. It is your responsibility to purchase technology that you will have for personal use.
 - Other assistive technology/equipment includes: C-pens, accessible computer stations, TTY in lobby of Public Services building, and automatic doors at the main entrance of all buildings. Digital recorders are also available and can be checked out of AS for use in the classroom.
- **Electronic Textbooks** – A request for electronic textbooks should be made through Accommodative Services at least 30 days prior to the start of the semester. When requesting e-textbooks, you must bring your textbook(s) and proof of purchase of the textbook(s) for which you are requesting e-textbooks. Once the proof of purchase has been reviewed, you will fill out an E-Textbook Student Contract form detailing the book's information and student and Accommodative Services obligations.



Obtaining Accommodative Services

- **Testing Accommodations**
 - Examples of testing accommodations include: extended time, reduced distraction testing environment, use of technology on tests, a reader and/or scribe. You have the following options available, if you qualify for testing accommodations:
 - Take the quiz or test in the classroom without accommodations.
 - Take the quiz or test with accommodations in the Testing Center.
 - **Extended Time** - You may be allowed additional time for quizzes and tests.
 - **Reduced Distraction Testing Environment** - You may be provided with a reduced distraction testing environment in the Testing Center to complete tests.
 - **Private Rooms** - You may be provided with a Private Room for testing. Students must schedule a private room reservation at least three (3) business days prior to the exam. Appointments are available on a first-come, first-served basis. During peak testing times like final exam week, it is recommended that students make reservations at least seven (7) business days prior to the exam.
 - **Use of Technology** - You will be allowed to use approved technology to complete testing (i.e. students with vision impairments may use screen enlargements to read the test unassisted).
 - **Reader Services** – You will utilize the reading program in the Testing Center. The program will read what is on the test, but cannot clarify or reword statements. The student can adjust the reading tone and rate to match their reading needs. The reading program or human reader provides an opportunity for students to independently complete the testing process. You must schedule an appointment for this testing accommodation.
 - Limitations to the reading program may necessitate a human reader to read the exam to the student. Accommodative Services will coordinate with other departments to schedule the human reader on behalf of the student; please call the Testing Center to schedule an appointment. It is possible that requests which are placed less than three business days in advance may not be scheduled.



Obtaining Accommodative Services

- **Writer Services/Scribes** - Scribes write down your answers to test questions. Scribes will write down verbatim what has been dictated. The scribe is not responsible for organizing or paraphrasing thoughts into a final draft. At any time, you will have the opportunity to review what the scribe has written either by reading or having it read. If there are corrections, direct the scribe to make them. Accommodative Services will coordinate with other departments to schedule the scribe on your behalf; please call the Testing Center to schedule an appointment.
 - If there is no availability for a private room, reader, or scribe, you will be asked to contact your instructor(s) and discuss other testing date options. Throughout midterm and finals weeks, due to increased test taking appointments, it is strongly recommended that you make testing appointments weeks in advance due to limited availability. We will honor and schedule requests in the order in which they are received. It is possible that requests which are placed less than three business days in advance may not be scheduled.

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SERVICE



Registering for Classes



When it is time to register for classes for the upcoming term, there are various options that allow you to complete registration. If you choose to use the regular registration process, you may do so online through STARS or in-person with an academic advisor.

Creating a Class Schedule

Please consider these matters prior to registering for classes:

- What time of the day do the classes meet?
- How often do the classes meet?
- Can you handle back-to-back classes or do you need breaks?
- Is your course work balanced so that you can avoid an overload?
- Is there a type of work that is affected by your disability (i.e. if you have a LD in reading, can you handle three classes that involve a considerable amount of reading)?
- If you have energy limitations or mobility impairments, can you get to your next class on time?
- The Office of Accommodative Services is not an Academic Advisor, but can assist in balancing course loads to better address disability needs.



Appeals Process

While we encourage you to resolve your concerns directly with College faculty or staff, we recognize that this may not always be appropriate and offer informal and formal resolution procedures.

Resolving Concerns with Accommodative Services Staff

If you cannot directly resolve an issue with the staff member or if you do not feel comfortable discussing this directly with the staff member, you may contact the appropriate supervisor.

The supervisor will attempt to resolve your concerns regarding the staff member. The supervisor may contact other necessary staff in an effort to clarify and resolve the situation.

Most situations are positively resolved through supervisor support and mediation. You and other involved parties will be notified by the supervisor via telephone and Rhodes State email accounts of progress, findings, or resolution within 10 business days. Due to the urgency of many issues, it is likely that many problems will be resolved much sooner.

Resolving Concerns with Staff, Programs, Departments, and Organizations

Accommodative Services will assist you in resolving concerns by clarifying your concerns and facilitating communication with the staff person, program, department, or organization. The Office of Accommodative Services may contact the appropriate department chair, dean, or other staff in an effort to clarify and resolve the situation.

Most situations are positively resolved through the Accommodative Services support and mediation. You and other involved parties will be notified by the Office of Accommodative Services, findings, or resolution within 10 business days. Due to the urgency of many issues, it is likely that many problems will be resolved much sooner.

At any time during this informal resolutions process, you may choose to submit a complaint or file a formal grievance. The College's Grievance Policy can be found in the current year's College Catalog.



Description of Accommodative Services Forms

- **Accommodative Services Intake** – This is the form that all students must complete prior to (for virtual appointments) or during your initial appointment with the Office of Accommodative Services. This form asks for personal (demographic) information, emergency contact information, prior academic information, and basic disability information. This form is one page, front and back.
- **Verification for Learning Disabilities** – Accommodative Services may require this form from some students, the Office of Accommodative Services will tell students if they need this form during the Intake Interview. If needed, students can provide this form to their medical treatment professional who works with them on diagnosing their Learning Disability. The student will complete some demographic information, and then the treatment professional will complete a section for diagnosis, functional limitations, recommendations for accommodations, and professional contact information, and then return the form to Accommodative Services. Remember, these recommendations do not automatically mean that accommodations will be granted.
- **Verification for Physical Disabilities** – Accommodative Services may require this form from some students, the Office of Accommodative Services Learning Specialist will tell students if they need this form during the Intake Interview. If needed, students can provide this form to their medical treatment professional who works with them on diagnosing their Physical Disability. The student will complete some demographic information, and then the treatment professional will complete a section for diagnosis, functional limitations, recommendations for accommodations, and professional contact information, and then return the form to Accommodative Services. These recommendations do not automatically mean that accommodations will be granted. This form is one page, front and back.
- **Verification for Psychological Disabilities (not for ADHD)** – Accommodative Services may require this form from some students, the Office of Accommodative Services Learning Specialist will tell students if they need this form during the Intake Interview. If needed, students can provide this form to their medical treatment professional who works with them on diagnosing their Psychological Disability (not including ADHD). The student will complete some demographic information, and then the treatment professional will complete a section for diagnosis, functional limitations, recommendations for accommodations, and professional contact information, and then return the form to Accommodative Services. These recommendations do not automatically mean that accommodations will be granted. This form is one page, front and back.



Description of Accommodative Services Forms

- **Authorization to Release Educational Information** – Accommodative Services may require this form from some students, the Office of Accommodative Services will tell students if they need this form during the Intake Interview. If needed, students can provide this form to their previous educational institutions. The student will complete the form, and then the educational institution will complete and return the requested information to Accommodative Services. This form is one page, front only.
- **Assistive Technology Equipment Use Agreement** – Accommodative Services may require this form from some students, the Office of Accommodative Services will tell students if they need this form during the Intake Interview. If needed, students will complete this form and return it to Accommodative Services. This form outlines the responsibilities of both the student and Accommodative Services when students are provided with accommodative/assistive technology. This form is one page, front and back.



External Resources

Opportunities for Ohioans with Disabilities (OOD)-OOD is the State's agency that provides vocational rehabilitation services to help people with disabilities become employed and independent. Opportunities for Ohioans with Disabilities (OOD) assists people with disabilities by providing vocational rehabilitation and other services. <https://ood.ohio.gov/individuals-with-disabilities/oodworks>

2190 Allentown Rd.
Lima, OH 45805
Voice/TTY 419-228-1421
Toll Free 800-207-6047

Bureau of Disability Determination (BDD) – determines medical eligibility for SSD benefits for Ohio residents. It is federally regulated and receives all funding from the Social Security Administration. For additional information, check out their website: <http://ssa.gov/>

401 West North St
Lima, OH 45801
TTY 1-800-325-0778
Toll Free 1-800-223-0288

