

Appendix A

Procedures for Requesting and Receiving Accommodations

Student Accessibility Office--Jack Science 312

The following list is not intended to be an all-inclusive list. The accommodations listed below are some of the accommodations most commonly requested through the Student Accessibility (SA) office.

Alternative Text

1. Alternative text will be provided for those students whose documentation verifies that this is a reasonable and necessary accommodation. Students with disabilities have the right to use alternate formats of copyrighted material as an accommodation for a print disability as defined by the Chafee Amendment to the Copyright Act of 1997.
2. Students are required to purchase each book and provide proof of purchase to the SA Office prior to receiving materials.
3. Many books can be accessed in etext format from the publisher or online libraries of digital books for people with print disabilities. In the event a book cannot be obtained in etext format from the publisher or online libraries, the SA office may record or scan required textbooks. BSC provides students Read & Write Gold software free of charge. This software highlights and reads text aloud using natural sounding voices. Read & Write Gold is an easy-to-use toolbar that also provides support with reading, writing and learning by making support tools right at a student's fingertips.
4. It is the student's responsibility to request alternate formats within a timely fashion as alternate formats can take several weeks to process.
5. Students agree to use the alternate format of these textbooks, provided by BSC or by the publisher as an accommodation for a disability, for their own use only. Students will not reproduce, give, or share the alternate formats of textbooks with any other individual, group, nonprofit, business or any other entity. Doing so can result in being prosecuted for copyright infringement under federal law.
6. It is the student's responsibility to provide the name of the textbook, the author, the year and edition, ISBN number and what chapters are needed. As well, students must provide receipt of purchase. Failure to provide all of the necessary information will also delay recording/scanning of your textbook.
7. Students are responsible to check in with the SA office on a weekly basis to pick up copies of their tapes/CDs. Calls will not be made to students to remind them to pick up their tapes.

8. All alternative text materials must be returned to the SA Office at the end of each semester.

Note Taking Assistance

Note taking assistance is an accommodation that is available for students on an individualized basis. There are two different kinds of note taking assistance used at BSC: The Livescribe Smart Pen or peer note taker. The Livescribe Smartpen writes like a regular pen, yet records not only what is written, but also what is heard. It synchronizes the audio recording with the recorded writing. Students requesting note taking assistance must meet with the SA Coordinator and provide appropriate documentation to be considered for this accommodation.

Note taking assistance is intended to provide access to the lecture and is not considered a substitute for full participation in the course. Failure to attend class regularly may result in discontinuation of services. Discontinuation of the service is at the discretion of the classroom instructors in consultation with the SA Coordinator. In addition, abuse of the accommodation, by asking the note taker to provide additional services such as outlining reading material or providing copies of completed assignments or study guides, may result in discontinuation of the service and, in some instances, disciplinary action.

1. Note takers will only be provided for those students whose documentation verifies that this is a reasonable and necessary accommodation. Most often the note taker will be another student in the class; however, some instructors may provide students with a copy of their notes.
2. The Coordinator will notify students when a note taker has been hired. Students will be responsible to pick up their notes in the SA Office at least once per week. Upon request, notes can be scanned and emailed to students. Calls will not be made to students to remind them to pick up their notes and notes will not be delivered to students.
3. The SA Office has a limited number of Livescribe Smartpens that can be checked out for note taking purposes. Any equipment that is loaned out must be returned in good condition at the end of the semester or the student's account may be charged for damage and/or replacement cost.
4. Note takers will bring the completed notes to the SA Office to be duplicated according to departmental procedures. Delivery of the notes can be by one of two methods:
 - a. If the student with the disability and note taker have been introduced, the note taker will give the notes directly to the student.
 - b. If the student with the disability wishes to remain anonymous, the notes will be brought to the SA Office and distributed to the intended student by office staff.

5. It is the student's responsibility to notify the SA Office if notes are not received in a timely manner or if any concerns regarding the notes arise.
6. Equipment such as Smart Pens must be returned in good condition at the end of each semester or the student's account will be charged for damage and/or replacement cost.

Extended Time on Tests

1. Extended time on tests is allowed for those students whose documentation verifies that this is a reasonable and necessary accommodation. Students need to request this accommodation through the SA Office.
2. The SA Coordinator will prepare a letter for the student's instructor(s) stating that extended time is needed on tests. The student will be responsible to present this letter to his or her instructor and discuss the matter privately. Typically, 1.5 to double the regular amount of time is granted for the extension.
3. The instructor can allow extended time in the classroom or the student can have tests proctored in the Testing and Assessment Center. Appointments to test in the Testing and Assessment Center must be scheduled through staff in the center which is located on the second floor of Schafer Hall.
 - a. If extended time is granted as an accommodation, tests should be taken on the same date as the regular exam schedule. When this is not possible, the test will need to be scheduled within the time parameters outlined by the course instructor.
4. When testing outside of the academic department, any suspected evidence of cheating will be documented and reported to the instructor. As a result, students may face disciplinary action.

Quiet Room for Testing

1. A quiet room for testing is allowed for those students whose documentation verifies that this is a reasonable and necessary accommodation. Students need to request this accommodation through the SA office.
2. The SA Coordinator will prepare a letter for the student's instructor(s) stating that a private/quiet room is needed for test taking. The student will be responsible to present the letter to his or her instructor and discuss the matter privately.

3. The instructor can arrange for a private/quiet room in a designated area or the student can schedule quiet room testing through the Testing and Assessment Center.
 - a. If quiet testing is granted as an accommodation, tests should be taken on the same date as the regular exam schedule. When this is not possible, the test will need to be scheduled within the time parameters outlined by the course instructor.
4. When testing in the Testing and Assessment Center or other assigned location, any suspected evidence of cheating will be documented and reported to the instructor. As a result, student may face disciplinary action.

Oral Testing

1. Reading of tests is allowed for those students whose documentation verifies that this is a reasonable and necessary accommodation. Students need to request this accommodation through the SA Office.
2. The SA Coordinator will prepare a letter for the student's instructor(s) stating that reading of tests is necessary. The student will be responsible to present this letter to his or her instructor and discuss the matter privately informing the instructor that tests will need to be taken in the Testing & Assessment Center.
 - a. If oral testing is granted as an accommodation, tests should be taken on the same date as the regular exam schedule. When this is not possible, the test will need to be scheduled within the time parameters outlined by the course instructor.
3. Students will need to schedule oral tests with the Testing & Assessment Center three (3) or more days in advance of the test so arrangements to get a copy of the test from the instructor can be made. Most of the time, tests will be scanned into the computer and read by Read & Write Gold software. In the rare event a live reader is requested and/or provided the following conditions apply:
 - a. Readers can be asked to repeat information.
 - b. Readers will only read what is on the printed page and cannot be asked to clarify or reword statements.
 - c. Readers need information from the student to be effective. Let the reader know what reading tone, rate, etc., works best for you.
 - d. Any suspected evidence of cheating will be documented and reported to the instructor. As a result, you may face disciplinary action.

Scribe Services

1. Scribing of tests is allowed for those students whose documentation verifies that it is a reasonable and necessary accommodation. Students need to address this accommodation through the SA Office.
2. The SA Coordinator will prepare a letter for the student's instructor(s) stating that scribing of tests is necessary. The student will be responsible to present his/her letter to the instructor(s) and discuss the matter privately. Arrangements for scribing of tests are made by the student and instructor in conjunction with the Testing and Assessment Center .
 - a. If a scribe is granted as an accommodation, tests should be taken on the same date as the regular exam schedule. When this is not possible, the test will need to be scheduled within the time parameters outlined by the course instructor.
3. Students need to contact the Testing and Assessment Center three (3) or more days in advance of the test to schedule a time for the service. When a scribe is provided, the following conditions apply:
 - a. The scribe will write down verbatim what you have dictated. The scribe is **not** responsible for organizing or paraphrasing your thoughts in to a final draft.
 - b. Scribes are not responsible for spelling and sentence ending punctuation. You may direct the scribe for any specific spelling or punctuation within sentences.
 - c. At any time, you will have the opportunity to review what the scribe has written either by reading or having it read to you.
 - d. If there are corrections, you will direct the scribe to make them.

Sign Language Interpreter or Real Time/Remote Captioning

1. Sign Language Interpreting and Real Time Captioning will be provided, for those students whose documentation verifies that this is a reasonable and necessary accommodation. Students need to request this accommodation through the SA Office and should allow a minimum of 60 days for arrangements to be made and the accommodation to begin.
2. The SA Coordinator will make arrangements for the accommodation and notify instructors. Please see Appendix G for guidelines for students and sign language interpreters.

Enlarged Text

1. Enlarged text will be allowed for those students whose documentation verifies that this is a reasonable and necessary accommodation. Students need to request this accommodation through the SA Office.
2. The SA Coordinator will work with the student to ensure that faculty provides enlarged materials.

Service Animals

1. *Service animals* are animals trained to assist people with disabilities in the activities of normal living and their use by individuals with disabilities is protected under the Americans with Disabilities Act (ADA). Therefore, service animals are allowed on the BSC campus. *A therapy animal* does not assist an individual with a disability in the activities of daily living. Therapy animals are not covered by laws that protect service animals and, therefore, therapy animals are not permitted on the BSC campus.
2. Enrolled students who use service animals should contact the SA Office and provide information regarding the type of tasks the service animal has been trained to provide, as well as, documentation of the service animal's current immunizations/vaccinations from a veterinarian.
3. Service dogs on campus must wear a current rabies vaccination tag, current city license, and owner identification tag.
4. The service animal should be under handler control at all times, using a leash or harness or verbal/hand commands. The owner/handler of a service animal may be asked to remove the animal from campus if it is disruptive in classes or on campus, and is not under handler control, or if the animal is not housebroken.
5. Service animal owner/handler must always carry equipment sufficient to clean up the animal's feces and immediately remove and dispose of the waste.
6. Service animals are not permitted in areas where they may pose a danger to themselves or others.

The BSC *Animals on Campus* policy can be found at:

<http://www.bismarckstate.edu/uploads/resources/1272/animalsoncampus.pdf>

Flexible Attendance

BSC recognizes some faculty have established strictly enforced policies regarding the number of absences that will be allowed, and some students with disabilities have

medically-related conditions of an episodic nature or other established reasons that their disability may make it difficult for them to fulfill the typical attendance requirements. The SA office has established the following procedure for considering or granting requests for leniency in such classroom attendance policies:

1. Students with disabilities must request consideration of this accommodation from the SA Office at the beginning of each semester in which the accommodation is requested. A determination of the course impact and appropriateness of such request will be considered for each class individually. Documentation must be provided that indicates why the student may need to miss classes and to what extent. While it is understood that the student cannot always predict accurately the number of absences anticipated, the student is asked to provide some indication of the scope of the request.
2. The SA Office will evaluate the request and the documentation provided to determine whether the student has provided justifiable disability-based reasons for requesting consideration in attendance requirements.
3. If it is determined that the request is justified by the impact of the student's disability, then faculty from each class in which the student is enrolled for that semester will be contacted by the SA Office to determine how critical attendance is to the curriculum. All requests for flexible attendance will be evaluated carefully, with consideration given to the following information to be offered by faculty:
 - a. Is there classroom interaction between the instructor and students and among students?
 - b. Do student contributions constitute a significant component of the learning process?
 - c. Does the fundamental nature of the course rely upon student participation as an essential method for learning?
 - d. To what degree does a student's failure to attend class constitute a significant loss to the educational experience of other students in the class?
 - e. What does the course description and syllabus say regarding attendance?
 - f. What is the method by which the final course grade is calculated?
4. If it is determined the accommodation of flexible attendance is deemed appropriate, the SA Coordinator will prepare a letter for the student's instructor(s) stating flexible attendance is warranted. The student will be responsible to present his/her letter to the instructor(s) and discuss the matter privately.
5. If absences are excessive or if the student fails to keep up with the course work, the instructor may rightfully suggest that the student take an incomplete or drop the course.
6. The accommodation is meant to allow a little flexibility and is not to be abused.

Accommodation sheet statement for flexible attendance:

“Due to a documented disability, this student may have to miss class on occasion. It is requested that his/her disability be taken into consideration when applying classroom attendance policy; however, you are not required to make

accommodations to essential course requirements. The student is aware that he/she is responsible for all class notes and assignments and is to make up any missed work in a timely manner.”

Personal Attendants

Bismarck State College makes every reasonable effort to accommodate individuals with disabilities as addressed by the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008. Therefore, personal care assistants will be allowed entrance into the classroom. However, any otherwise qualified student who requires attendant care services must make arrangements to provide for his/her own attendant care service. BSC does not assume coordination or financial responsibilities for attendant care services.

Attendants are expected to follow these guidelines:

1. Any problems or concerns about the student’s performance or attendance should be directed to the student.
2. Personal attendants are not responsible for the student’s progress or behavior.
3. Attendants should not carry on conversation with the student during class.

Other Accommodations

All other accommodations will be discussed and arranged on a case by case basis. Accommodations vary for each student and are based on each student’s disability.