Accommodations 101:

- Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), disability services are available to all currently enrolled students who have a documented disability that substantially limits them in one or more of life’s major activities (e.g. learning) and who are otherwise academically qualified.
- An accommodation is a modification made for a student that you would not allow otherwise. (E.g. if you allow all students to have water bottles in class, a student would not need a MOA to bring a water bottle to your class. If you do not ever allow students to use a water bottle in class, an accommodation from our office requires that you allow the student access to a water bottle during class time.)

Memorandums of Accommodations (MOAs) are created by disabilities professionals after reviewing formal documentation submitted by the student. No accommodations should be provided if the MOA is expired, unsigned, or not presented to you.

- Accommodations listed are not suggestions. They are required.
- You cannot deny or refuse an accommodation unless you feel it alters the fundamental nature of your course. In this case, contact a DSS counselor to discuss your concern.
- MOAs are renewed every semester, and should have an expiration date noted.
- MOAs should have a signature in order to prove authenticity. MOAs are valid at all campuses.
- There is no timeframe in which students are required to present a MOA to a faculty member.
- Accommodations are not retroactive. MOAs are valid from the point at which the document is presented to the professor onward.

Frequently Asked Questions:

Extended time on in-class assignments: This applies to all timed in-class assignments (i.e. timed worksheets, pop quizzes, etc.). It does not apply to out-of-class assignments (i.e. projects, papers, homework).

Attendance Flexibility: When a student’s disability impairs his or her ability to be present, we may ask you for flexibility with your attendance policy. If you feel that this flexibility is being abused, please speak to a DSS Counselor.

Calculator: If use of a calculator is listed, it is allowed for all indicated math-based work, including MTT level 0.

Recorders/ Copies of Notes: You cannot refuse this accommodation because of copyright concerns. This covered under the “Doctrine of Fair Use,” exemption in US Copyright Law (title 17, U. S. Code). These policies and procedures are also set forth in Section 29 of NOVA’s Administrative Services and Procedures Manual. It addresses procedures for notification, determination of equities, and conditions of ownership for patents and copyrights (also see Section 7.4000).

Testing Accommodations:

- Do not ask testing center staff to interpret accommodations for testing. Please see a DSS Counselor.
- Students are required to submit a copy of their MOA to the testing center each semester. You should not be submitting this for them.
- When submitting the Service Request Form, please indicate whether or not you have included accommodations. (E.g. the amount of time the student should be given with accommodations, the type of calculator, notes, etc.)
- Extended time amounts should be indicated on the MOA. Use this to determine time allowances.
- If a student presents a MOA to you just before the test, you are still required to give the accommodations. If extended time is problematic, you may require the student to take the test in the testing center at a later time.
• Reader/Scribes: DSS Counselors schedules the reader/scribes on the AL campus. Students generally schedule with us two weeks in advance. You may be asked to record test questions onto a tape recorder for the student to use, if we are unable to secure a reader/scribe for the student’s test.

Medical conditions/ pregnancies: Students who are not disabled do not require MOAs. For example, a pregnant student that requests frequent bathroom breaks can present documentation directly to the instructor. The reason this works differently is because the pregnant student is not disabled.

Syllabus Statement: Please make sure you have a statement in your syllabus regarding Disabilities Services. Contact a DSS Counselor directly if you do not have one of the colleges’ approved versions.

Service Animals: Students do not need to have a MOA for a service animal. The animal should be working during your class, and you should hold it to the same behavioral standard that you hold students. Service animals do not need a specific type of harness or vest. You may legally only ask two questions:
1. Is the dog a service animal required because of the disability?
2. What job or task has the dog been trained to perform?

Resources for Faculty and Staff:

NOVA Definitions of Accommodations provides faculty, staff and students guidelines for some of the most common accommodations provided by NOVA. This is not an exhaustive list of accommodations since each case is evaluated on an individual basis, but provides an explanation of the most common accommodations listed on the Memorandum of Accommodations (MOA). Any questions regarding accommodations should be directed to the Disability Counselor on your campus or to the Office of Disability Support Services at disabilityservices@nvcc.edu.


Faculty Handbook for teaching Students with Disabilities

http://www.nvcc.edu/faculty-and-staff/disability-resources/FacultyHandbookforTeachingStudentswithDisabilities.pdf

Alternate Media Policy: The College supports the use of Alternate Media as an accommodation for students with disabilities to provide access to college courses, course materials, distance education, and other college publications. It is the policy of the College to respond to requests for college materials in alternate media in a timely manner and to provide accurate translations in a manner and medium appropriate to the significance of the message.

http://www.nvcc.edu/faculty-and-staff/disability-resources/AlternateMediaPolicy.pdf
Responsibilities

Basic Faculty Responsibilities

- Accept and review the Memorandum of Accommodation (MOA). We recommend that you make an appointment with these students to review the implementation of these accommodations in your class.
- Do NOT ask the student specifics about his or her disability.
- Do not try to “tease out” why one thing works and another thing does not work. The student does not need to justify his or her accommodations.
- NOVA operates on a policy of self-disclosure. A student may have a disability and not want accommodations. Do not ask a student outright if they have a disability. Please refer the student to a counselor for assistance.

Student’s Responsibilities: Classroom Accommodations

- Obtain a valid MOA and present it to the instructor
- Coordinate logistics of approved accommodations with the professor/DSS
- Schedule a meeting with the professor to review accommodations

Professor’s Responsibilities: Classroom accommodations

- Do not provide any accommodations unless you receive a current, signed MOA
- Provide only the approved accommodations
- Schedule a meeting with the student/DSS to coordinate the logistics of the accommodations
- Provide copies of visual aids if requested (email is fine)
- Volunteer student note takers: please discuss the logistics with the student

Student’s Responsibilities: Testing Center

- Schedule use of the low distraction area in advance. Instructors should provide the Testing Center with a student’s exam before the student reserves a time.
- Discuss accommodations with instructor (extended time, breaks, etc.)
- Reserve Assistive Technology, if needed
- Coordinate reader/scribe services with DSS

Professor’s Responsibilities: Testing Center

- Use of Testing Center: Please drop off the test with a completed testing center Service Request Form that indicates whether or not you have allowed for the accommodations in your instructions.
- Pick up the completed test
- You are strongly encouraged to use the testing center for any exam or test involving extended time.
- Assistive Technology- It is your responsibility to confirm that your assignment’s formatting is consistent with the student’s assistive technology needs. You may be asked to reformat your test if it is not compatible.
- Record the test questions on a tape recorder if requested by DSS
Memorandum of Accommodation

TO: All Instructors-Testing/Tutors/Learning Centers- Fall 2014  8/20/14-12/16/14

Faculty Name ___________________________ Date ___________________________

RE: Nameless Student 0123456

Student’s Last Name ___________________________ Student’s First Name ___________________________ Student’s M.I. ___________________________ Student ID # ___________________________

The Disability Services Office has identified this student as having one or more documented disabilities requiring accommodations.

This information must be considered confidential and has been prepared by Disability Services in consultation with the student. The accommodations as listed below are authorized as appropriate among those identified in Section 504 of the Rehabilitation Act of 1973, which deals with non-discrimination of students in post-secondary settings. You are required to provide these accommodations unless they will fundamentally alter the nature of the course. The student is expected to meet all technical standards of your program. Additional accommodations should not be provided without the approval of the student’s disability counselor. It is strongly recommended that that you and the student meet to discuss options that will be best for both of you in implementing accommodations. Please contact the disability counselor listed below if you have any additional questions or concerns about these authorized accommodations.

Classroom Accommodations:

• Additional time to complete in-class assignments (double time)
• In-class, volunteer student note-takers upon request
• Use of a recording device for lectures
• Copies of visual aids presented in-class (i.e. overheads, PowerPoint presentations, etc.) by next class
• Oral instructions accompanied by written instructions with clear expectations and due dates at student’s request
• Use of a four-function calculator for math-based assignments
• Use of a word processor/laptop/tablet with spell and grammar checks for assignments and note-taking
• Reduced emphasis on spelling and grammatical errors unless it is the purpose of the assignment
• Use of a dictionary/thesaurus for assignments unless word identification is the purpose of the assignment
• Preferential seating in or near the front of the classroom

Test Accommodations:

• Additional time to complete tests (double time)
• Testing in a quiet, individual or small-group environment with minimal distractions
• Large examinations administered in smaller segments (segments may be taken at different times)
• Short breaks during examination
• Scribe, oral exam format, or use of a word processor for essay tests when possible
• Completion of tests directly on test page (no Scantron forms or other transferring of answers)
• Use of a four-function calculator for math-based tests
• Copies of mathematical formulas for tests unless memorization of formulas is an essential component of the course
• Reduced emphasis on spelling and grammatical errors unless it is the purpose of the test
• Use of a dictionary/thesaurus for tests unless word identification is the purpose of the test

Other Accommodations:

• Use of Assistive Technology software
• Audio textbooks (requests should be made a minimum of 6 weeks prior to the start of the course to DSS)
• Additional tutoring and use of the Learning Resource Centers

Notes to Instructor:

• All of the above accommodations may not be needed in any one context and some necessary accommodations may not have been foreseen. The outcome of equal access depends upon your receptivity, flexibility, and understanding. Thank you for your cooperation in accommodating the College’s students with disabilities. Please contact me if you have any concerns regarding provision of these authorized accommodations.
• Accommodations are effective once submitted to the instructor, and are not to be applied retroactively.
• A photocopy is as valid as the original and valid at any NVCC campus.

From: Latacha Berluche, MA  E-mail: lberluche@nvcc.edu
Counselor for Students with Disabilities
Phone: (703) 933-1840  Fax: (703) 845-6046

Latacha Berluche  8/20/14
Campus of Record: Alexandria  Date