Lesson 3: Disability Support Services

PURPOSE

The purpose of this lesson is to increase your awareness of the Disability Support Services department at the University of Central Oklahoma. What services/functions does this department coordinate for students with disabilities in regards to accommodations/special conditions testing and what type of resource is DSS for all professors employed by the University of Central Oklahoma?

By reflecting on YOUR own course and your possible student clientele, while reading the Content, you will be guided to consider what ways DSS can be a resource for you the professor in regards to meeting the accommodations assigned to the student/and what ways can DSS assist you, the professor in regards to Special Conditions Testing.

By considering the Possible Discussion, you will develop an awareness of the shared responsibilities of faculty, students, and DSS staff, and the teamwork essential in providing reasonable accommodations.

Question to REFLECT upon while reading the CONTENT

In what ways can the Office of Disability Support Services serve as a resource to you, the professor?

CONTENT

Please visit each of the following links to read detailed information regarding Disability Support Services:

- What is Disability Support Services?
- How do I contact Disability Support Services
- Frequently Asked Questions
  - What is a disability?
  - Who is eligible for accommodations?
  - What are the Documentation Guidelines for students registering with Disability Support Services?
  - Why provide accommodations for students with disabilities?
  - Do faculty members need to inform students about Disability Support Services?
  - How does a student obtain services from Disability Support Services?
  - What services/accommodations are available from Disability Support Services?
  - How am I, the professor, informed of a need to accommodate a student?
• Can faculty be too accommodating?

- Important Items
  - What statement should be included in each professor’s syllabi?
  - What is UCO’s Accommodation Policy for access to public events?
  - How do I respond to a critical classroom incident, a medical emergency, or a student having a seizure?
  - How do I respond when a student with a disability is disruptive in class?
  - What is UCO’s policy on Coursework Substitutions/Waivers?
  - Help! My classroom is not accessible….Whom do I call for assistance?
  - What about inclement weather and how it affects students with disabilities?
  - What are my responsibilities to students with disabilities during an emergency evacuation?
  - What’s the University’s policy for student grievances regarding disability discrimination/harassment? Does it apply to me?

- Information Regarding Specific Accommodations
  - Alternative Format Textbooks and Materials
  - Special Conditions Testing
    - Responsibilities for utilizing DSS for test proctoring services
      - What are the student’s responsibilities in scheduling of tests proctored in DSS?
      - What are the professor’s responsibilities when utilizing the Special Conditions Testing proctoring available thru Disability Support Services?
      - What specific procedures for test administration does Disability Support Services follow?
  - What does “reduced distraction environment” mean?
  - What procedures are “Readers/and or scribes for exams” to follow?
  - What does “flexibility in attendance” mean and how does it apply to my class?
  - What does the accommodation “Eligible for a Note-taker in class” mean”? What does it mean when you ask someone to be a note-taker for a student with disabilities?
  - Helpful tips for working with an interpreter in the postsecondary classroom.
  - Do the videos that I show in the classroom have to be “closed captioned”? What is the ADA and FCC Mandates?
    - What is UCO’s institutional responsibility in regards to “closed captioning”?
    - How can I find videos that are captioned on YouTube and Google?
    - If the video is captioned, then what?
    - Oh no! The video I am showing is not captioned….now what?
  - What assistive technology is available on UCO’s campus?
SUMMARY
The UCO Disability Support Services Department strives to support the University’s academic programs by helping students to realize their maximum potential in educational endeavors. In this lesson information has been detailed regarding the Disability Support Services Department and the process that is initiated when a student contacts DSS for accommodations and Special Conditions Testing. This process entailed in this lesson takes collaborative effort between the student, Disability Support Services and the professor. The information contained within this lesson is available in detail in the Handbook for Faculty and Staff on the DSS website.

POSSIBLE DISCUSSION
1. After reading the information contained within this lesson, what ways do you feel that DSS can serve as a resource to professors?
2. Are you more informed regarding “Special Conditions Testing” and the services that are offered to assist professors with testing?
3. Are you more informed regarding the possible accommodations that can be assigned to students with disabilities?

FURTHER INFORMATION
- Read answers to frequently asked questions regarding Disability Support Services and Special Conditions Testing
- Learn more at UCO’s Disability Support Services website
- Learn more at UCO’s DSS Handbook for Faculty & Staff
- View resources for helping instructors accommodate students with disabilities in specific academic activities