



## Student Accessibility Services

### Student Information Packet

**Student Accessibility Services (SAS)** is committed to providing equal access to educational and social opportunities offered at Alvin College. This is achieved through the provision of reasonable and appropriate accommodation for qualified students with regard to disabilities and with regard to the potential for success as defined in Section 504 of the Amended Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Section 508 of the Rehabilitation Act of 2000, and the Americans with Disabilities Amendments Act of 2008.

The Americans with Disabilities Act (ADA) is a federal civil rights statute that prohibits discrimination against persons with disabilities. The ADA is designed to provide equal access and remove barriers which prevent qualified individuals with disabilities from having the same opportunities that are available to persons without disabilities. Institutions, when providing accommodation for disabilities, are not required to lower academic standards or compromise the integrity of the school or program.

## **The Accommodation Process**

### **1. Submit the SAS Intake Form.**

The student completes and submits the [SAS Intake Form](#) online to initiate the accommodation process. A paper copy or fillable version of the form is available upon request. Contact SAS at [sas@alvincollege.edu](mailto:sas@alvincollege.edu) to make this request.

Students who need assistance completing the form may make an appointment by contacting [sas@alvincollege.edu](mailto:sas@alvincollege.edu) or calling 281-756-5701. For more information about the accommodation process and accessibility services, please visit the SAS website at <https://www.alvincollege.edu/disability-sas/>.

A student who completes the SAS Intake Form but does not provide documentation or complete the intake process is not eligible to receive accommodations. In such cases, Student Accessibility Services will make a reasonable effort to contact the student. If the student does not respond or chooses not to complete the process, the student's case will be closed.

### **2. Submit appropriate documentation.**

An educational, medical, and/or psychological evaluation, report, Disability Verification Form, or letter is needed. The documentation should be current with information regarding the disability and include the following:

- The name of the disability (with diagnosis codes if available)
- A description of how the disability affects the student's learning or daily life
- Information on how serious the condition is, or how it may change over time
- Any medications and their side effects (if relevant)
- Suggested accommodations that may help the student

### **3. Complete an intake meeting.**

The SAS office will invite the student to schedule an intake meeting after SAS receives and reviews the appropriate documentation. The appointment can be in person or virtually and the student must be present. The intake meeting includes a brief review of the submitted documentation and a discussion on academic accommodations, as well as a review of the student's educational goals and the academic program.

### **4. Sign the SAS Acknowledgement Letter.**

The student reviews the acknowledgement letter which includes rights, responsibilities, and approved accommodations. The student then signs and submits the letter.

### **5. Submit a request for accommodations each semester.**

If approved for accommodations, the student will be responsible for completing a [Semester Accommodation Request Form](#) each semester/quarter that the student is enrolled in classes. The student is responsible for contacting Student Accessibility Services at least two weeks before each semester/quarter to receive an updated accommodation letter (four weeks when adaptive equipment or interpreter services are needed). Failure to do so could result in a delay of services.

### **6. Discuss approved accommodations with each instructor.**

After receiving the accommodation letter, the student needs to contact each instructor to make specific arrangements for any necessary accommodations. Accommodations are not retroactive and are not applicable until they have been discussed with each instructor.

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### **7. Set up testing arrangements with each instructor and the Testing Center.**

The student is responsible to set up any special testing arrangements agreed upon with the instructor and, if applicable, for making an appointment with the Testing Center in advance of any test deadline. It is recommended to contact the Testing Center at least two business days in advance. Otherwise, there is no guarantee that the accommodation can be in place when needed.

### **8. Addressing questions and concerns**

Contact the SAS office with questions or concerns regarding accommodations or services at [sas@alvincollege.edu](mailto:sas@alvincollege.edu).

### **9. Appeals and grievances**

Student Accessibility Services is the entity that reviews a student's request for accommodation at Alvin College. The accommodation must not fundamentally alter the nature of the service, program, or activity or result in an undue financial or administrative burden. Following notification of a Student Accessibility Services decision, a student may file an appeal.

To appeal the Student Accessibility Services decision, a student must submit an appeal letter via email to the Director of Student Accessibility Services at [sas@alvincollege.edu](mailto:sas@alvincollege.edu) within 10 business days of being notified of the decision. The subject line of the email should include "appeal letter." The appeal letter should include:

- An explanation on the basis for the appeal;
- A statement describing the requested accommodation for reconsideration;
- How the requested accommodation(s) will affect the student's academic performance;
- How the submitted disability related documentation or new documentation supports the need for the requested accommodation(s).

An appeals committee will review the student's request for accommodation based on the appeal letter, and/or any additional documentation provided. The appeals committee will respond to the student's appeal within 10 business days, and the decision is final. Students may also file a grievance when they believe equal access has been denied in regard to appropriate accommodation or when they believe they have been discriminated against as described in Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Amendments Act of 2008 (ADA). Information regarding grievances can be found in the Alvin College Student Handbook and on online at <https://www.alvincollege.edu/student-information/student-complaints.html>.

## **Accommodation Acknowledgment Statements**

### **Student Statements of Responsibility**

- I agree to the approved accommodations listed in this letter.
- I will talk to my instructor(s) to arrange accommodations for each class.
- I understand my accommodations begin only after I discuss them with my instructor(s).
- I understand these accommodations are valid for one semester/quarter.

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- I will contact SAS at least two weeks before each new semester/quarter to request an updated letter (by submitting a Semester Accommodation Request). If I need special equipment or services (i.e., captioning services, sign language interpreting, etc.), I will contact SAS at least four weeks in advance. If I do not, services may be delayed.
- If I have testing accommodations, I will collaborate with my instructor to set them up. If I need the Testing Center, I will schedule an appointment and arrange accommodations in advance. If I do not schedule ahead, my accommodations may not be available. Dual enrollment students will coordinate with their Alvin College instructors and high school staff for testing accommodations.
- If I have note-taking accommodations, I understand I may record class lectures for my own academic use. All recording is at the discretion of the instructor, and it may not be allowed during personal discussions. I will follow the Recording Policy and Agreement (See SAS Student Information Packet).
- I give SAS permission to share this information with Alvin College faculty, staff, and administrators to help me complete my courses and program.
- I understand my disability information is private and should only be shared with people who need to know, as allowed by FERPA.

### Requesting Semester Accommodations

1. Once accommodations have been agreed upon and the student has signed the SAS Acknowledgment Letter, the student completes a [Semester Accommodation Request Form](#).
  - Every semester/quarter the student is responsible for requesting academic accommodation by completing the Semester Accommodation Request Form. The student can select to have accommodation(s) in all registered courses or specific courses.
  - The form should be submitted at least two weeks prior to the start of each semester/quarter to ensure the accommodations are available by the start of the semester/quarter.
  - Semester Request Form link is available online at <https://www.alvincollege.edu/disability-sas/>.
  - The Semester Accommodation Request Form is submitted online. The student will need to use their Alvin College student email address to verify the signature.
  - A paper copy or fillable version of the form is available upon request. Contact SAS at [sas@alvincollege.edu](mailto:sas@alvincollege.edu) to make this request.
2. The SAS Accommodation Letter will be sent electronically to the student's Alvin College email address. As a courtesy, SAS will also email a copy of the student's accommodation letter directly to the instructors.
  - It is the student's responsibility to initiate communication with the instructor(s) to ensure their accommodations are in place.
  - The student meets with the instructor(s) to review the SAS Accommodation Letter.
  - The instructor and student discuss the accommodation(s) and make the appropriate agreement(s).

## **Student Accommodations Letter Discussion Tips**

**\*\*This process can be completed electronically through an email or a meeting (virtual or in-person). \*\***

**If possible, meet with your instructor before classes begin.**

- Email or call your instructor to set up an appointment to speak with them about your accommodations. "My name is ... I have a letter from Student Accessibility Services Office. Can we make an appointment, or do you have time to talk privately now?"

### **Appointment**

- If it is an in-person meeting, knock on the office door before entering and introduce yourself.
- If it is virtual, turn on your camera and introduce yourself.

**Present letter and let instructor read it.**

- Explain the accommodations letter in your own words.
  - You do not have to identify / state your disability. It is up to you.
- If there are questions regarding an accommodation, tell the instructor to contact the SAS office to further discuss.

**Discuss the accommodations listed on the letter and how they can be implemented.**

For example:

- Ask when copies of Power Point presentations will be available, if they will be posted online, or emailed (if this is part of your accommodation).
- Ask when and how the instructor wants to be reminded of testing accommodations and dates.

**Make sure to ask the instructor about testing.** (If applicable)

- Will the tests be on paper, online, or both?
- How much time is usually allotted for quizzes and tests?
  - This information will be helpful, in case you have an accommodation of extra time for testing.
- Understand their expectation and convey your expectation
  - Reference the course syllabus (testing dates, timelines, etc.)
  - The classroom setting/environment (seating, lighting, etc.)
  - Testing expectations (advance notice, Testing Center, etc.)
  - IF you opt out of ANYTHING on the accommodation sheet, and/or special arrangements are made, write it out, sign/initial it, and date it (similar confirmations can be made via email).

**Access support if the instructor refuses an accommodation.**

- Show them the part of the letter stating the process to be followed and notify Student Accessibility Services immediately.

**Thank the instructor for their time and attention.**

## **Testing Center Procedures**

### **Scheduling Your Test**

- Make appointments with the **Testing Center** at least two business days in advance based on test dates and quiz information in the course syllabus, and communication with the instructor.
- If an appointment time is missed, instructor permission may be needed for a rescheduled testing session.
- If prompt arrival is not possible or an emergency takes place, please contact the instructor and the Testing Center (281-756-3526) as soon as possible.
- If the testing date changes after the appointment is set, the Testing Center may need instructor approval.
- Extended time on the test does not mean an extended deadline to take the test.

### **Testing Center Guidelines**

- Must show proper ID before a test can be administered.
- No cell phones or other personal data devices are allowed in the testing room. These items must be stored and held by the Testing Center staff during testing.
- Any ringers or alarms on watches must be turned off or set to vibrate.
- If testing requires the use of blue books, or a Scantron, it is the student's responsibility to provide them.
- All instances of academic dishonesty that take place in the Testing Center will be reported to the instructor. (*See the Alvin College Student Handbook.*)
- If the integrity of the exam is in question, the exam will be removed immediately and the instructor promptly notified.
- All paper written on during testing must be turned in to the proctor at the end of the test.

### **Proctor Guidelines**

- Auditory tests will be taken on the computer using a screen reader, if at all possible; a human reader will be the last option.
- The proctor and student must conduct the examination session in a manner that supports the academic integrity of the college and the Testing Center at all times.
- The student must not make inappropriate requests of the proctor, such as asking them to provide information related to an examination question, extraneous conversations during examinations, or asking them to fill out forms for them using their own judgment. If a student makes an inappropriate request of a proctor, an incident report will be submitted, and appropriate action will be taken. The instructor will be notified.
- If a reader is reading, the reader may be requested to reread a question but may not be asked for clarification.
- Any scribed work must be signed by the student as correct or may be recorded for clarity.

## **Recording Policy**

The use of a recording device is one of the accommodations specifically identified, under Section 504 of the Rehabilitation Act, as a means to have equal access in the participation of an educational program or activity. Students with disabilities may have the right to record lectures that pertain to information needed to be successful. Faculty and outside lecturers have rights to their intellectual property and class members have rights to their privacy.

*The following agreement acknowledges the rights of the student with the disability, instructors, lecturers, presenters, and other students in the class.*

## **Student Recording Agreement**

- I understand that as a student enrolled at Alvin College, who has a documented disability that affects my ability to take notes in class with an approved note-taking accommodation (if applicable) I may record the class lectures.
- I understand the recording is for personal academic use only and cannot be used for any other purposes.
- I understand that I may not upload, broadcast, share or release the recording to any other party.
- I understand that the type of recording (audio or video) is at the discretion of the instructor.
- I understand that at the discretion of the instructor, recording may be prohibited during portions of the class that involve personal discussion or self-disclosure by the instructor or other students who participate in the discussion.
- I understand that violation of this agreement in any class may subject me to liability under copyright laws and is a violation reviewable under the Alvin College Student Code of Conduct. If this happens, I will be asked to surrender all recorded material and may lose approval of recording as an academic accommodation.
- I understand that if while using my phone or tablet to record a class I am found to be using the device for any other purpose (texting, on the internet, etc.) then I may lose the ability to use like devices and will only be allowed to use a digital recorder to record lectures in class.

## **Medical Information Form**

Alvin College does not have a health care office or medical staff to provide medical care for students. If a student experiences a medical emergency, Alvin College policy is to call the Alvin College Police Department or 911 to request the appropriate medical assistance. Alvin College police are trained first responders. Alvin College faculty, staff and administrators are NOT to attempt to administer any type of medical treatment to a student or participate in the transportation of any student. In the event of a medical emergency, the information you provide on the Medical Information Form may be shared with Emergency Medical Services (EMS) personnel, if available and appropriate. This form will be on file with Campus Police and Student Accessibility Services. Information is released to pertinent individuals in the event of an emergency. A student having a medical condition such as seizures or low blood sugar may find it helpful to confidentially disclose limited information to the instructor so he or she may be better prepared in an emergency situation. It is not required to disclose this information, and students may seek Student Accessibility Services staff assistance in discussing how best to disclose disability related information. ***The student is responsible for updating all information, as necessary to ensure consent and contact information accuracy.***

## **Confidentiality Statement**

Interactions with the Student Accessibility Services Office at Alvin College are confidential. All records or documentation of disability are confidential and stored in a secure location. No record or documentation of a disability is recorded in any academic, educational or job placement file. Student Accessibility Services staff adhere to strict standards of confidentiality as required by federal and state law and professional ethical standards. Information disclosed to Student Accessibility Services staff will not be revealed without the student's full knowledge, unless mandated by ethics, law, or written consent.

## **Exceptions to Confidentiality**

An exception to confidentiality occurs when there is evidence of clear and imminent danger of harm to self and/or others. Texas state law requires reporting of physical abuse, sexual abuse, or neglect of a child or elder that is learned of or highly suspected. A court order, issued by a judge, may require the release of information contained in records and/or require Student Accessibility Services Staff to testify in a court hearing. You may request, in writing, that Student Accessibility Services release specific information about your disability to persons or to agencies you designate. Student Accessibility Services Staff may consult with other Alvin College administrators, faculty, or staff to facilitate equal access to services and programs.