

Students or faculty with questions about accommodations, please contact
The DSS Director at X6750 or Accessibility Specialist Becca Stein at X6749 or by email at steinb@erau.edu.

INSTRUCTOR PROCEDURE, RESPONSIBILITIES AND RIGHTS

FOR MORE DETAIL SEE PA 5-19 ACADEMIC & ADMINISTRATIVE PROCEDURES MANUAL

- **Arranges and provides accommodations** throughout the entire semester for *each* test and quiz.
For example, fills out the Testing Center Request form (and submits the exam) for *each* exam and quiz at least 24 hours prior to the scheduled test. (See Testing Center web site for form and details.) Students may choose not to use accommodations or to complete tests prior to their maximum allotted time. Even if Testing Center arrangements were made, it is recommended that instructors bring extra exams to class should a student decide to take their exam in class. Instructors must assure that students *always* receive the accommodations for which they are entitled as per Federal law.
- If a student brings their Accommodation Letter to an instructor *for the first time in a given semester* with less than 48 hours before an upcoming test/quiz/exam, the instructor is not obligated to make test accommodations for this exam. In this situation, instructors may use reasonable discretion to determine to what extent, if any, the *first* accommodation can be arranged with short notice. Note: test accommodations must be provided for all subsequent exams, mid-terms, or finals.
- **Announces to entire class** (along with other announcements), “Students with an accommodation letter, please bring it by during my office hours this week.” Do this a couple times within the first two to three weeks of classes and throughout the semester. Announce and note your office location, days, and hours.
- **Practices the highest level of confidentiality and discretion** around others (even other instructors) regarding students with disabilities. Keeps all communication in total privacy. It is inappropriate (and a Federal violation) to ask the student to identify a “disability” or to allude to their affiliation with DSS publically. While some students will openly disclose their disability, it is the student’s personal right to not disclose.
- **Takes the lead in a private, inviting, two-way dialogue** with the student when the student presents their Accommodation Letter to instructor. Instructor reads listed accommodations then asks *how* they can help the student best access his/her learning and achieve learning outcomes.
- **Takes the lead to discuss *how exactly*** the assigned accommodations will be provided by the instructor, including the scheduling and location of testing accommodations (if applicable). Summarizes the agreed upon procedures and logistics for the student.
- **Signs and dates the Accommodation Letter.** Makes note of student’s name and class. Instructors will receive (from DSS) an electronic copy of the Letter once the student returns it to DSS at which time we recommend that instructors: open a sub-file in Outlook under each class and label it “DSS”; store names and emails of students with accommodations here; or create a spreadsheet of students with accommodations. **Be very careful to never send group emails unless by “BCC” (blind copy)** and set up reminders for a week ahead of *each* upcoming test in your Outlook calendar to reach out to students with testing accommodations.
- **Contacts the DSS Director** for accommodations clarification or concerns: for example, unique design facets of the classroom environment that may warrant further discussion about access, or concerns regarding the student’s success: **928/777-6750**.
- These accommodations give students *with disabilities* equal access. Having an inclusive curriculum – one that implements a variety of instructional strategies and materials -- benefits all learners who have varying levels of college preparation, life experiences, cultural backgrounds, English language mastery, and learning styles.

- **Examples of discrimination include:** requiring the student to sign additional contracts, stipulations, or agreements; intentionally *not* making test arrangements; taking a “Let’s wait and see if you need them” approach to a student’s test accommodation; or making the student take an earlier or harder exam than the rest of the class. Discriminating acts, including failure to accommodate and publically identifying the student with DSS, puts the institution at risk for legal action. Students may file a grievance based on real or perceived acts of discrimination.
- **If a student *not* registered with DSS exhibits learning challenges that the instructor thinks *may be related to a disability***, instructors may engage in a private discussion with the student and, for example, ask: “I can tell that you are having a hard time in my class. Can you share with me what’s happening?” The student may or may not tell you about: a) a learning disability; b) a personal issue; or c) the need for tutoring. If the “obstacle” is not revealed to you, never assume a disability, but instead say, for example, “Here are three resources on campus that you may find helpful: The Counseling Services for personal counseling; Disability Support Services for accommodations for equal access; and our online list of tutors.”

STUDENT PROCEDURE, RESPONSIBILITIES AND RIGHTS (Revised October, 2019)

*It is important to **check your ERAU email daily** so that you don’t miss crucial communicate from our office and your professors. Contact DSS as soon as possible should any problems with the accommodation process arise, as delays in contacting us can limit resolutions possible.*

- **Obtains a paper Accommodation Letter** from the DSS Office each semester and signs it.
- **Takes the Accommodation Letter** to each instructor **during their office hours** soon after picking up the Accommodation Letter from DSS. Emails or calls instructors to arrange a private, **in-office meeting** time if your schedules conflict. Do not give Letter to your instructor in the classroom!
- **THIS IS THE TIME for student and instructor** to discuss specific logistics involving the accommodations, for example, test-taking arrangements. All instructors *must* provide your accommodations, but each may do so a bit differently.
- Privately discusses your optimum learning environment, for example, “Access to your Power Points in advance, Professor, helps me better understand the content of your lecture.”
- Emails each instructor after the initial Accommodation Letter meeting, summarizing your understanding of what was discussed regarding how it will work, for example, testing accommodations.
- Gives instructors this Accommodation Letter **at least 2 days before the next quiz or test** in order to get testing accommodations. It is the student’s right to *not* disclose their affiliation with DSS to one or more professors. Students do not receive accommodations from instructors to whom they do not disclose.

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- **You are REQUIRED** to obtain the instructor’s signature **and return page one of the signed Accommodation Letter to the DSS Office ASAP!**
FASTER. EASIER Option: You may also capture the signed page image, save it as a JPEG, and email it to Becca Stein at steinb@erau.edu.
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STUDENT PROCEDURE, RESPONSIBILITIES AND RIGHTS (CONT.)

- **As a courtesy, remind your instructor a few days before each upcoming test to ensure that they remember that you get a testing accommodation.** (For students with a testing accommodation who want to test in the Testing Center, remind your instructor, if applicable, to submit a Testing Center Request form. Verify date, time and any other testing accommodations with the instructor in advance.
- Set your Ernie/Outlook email time zone to Arizona. Use for all scheduling.
- The instructor submits, if applicable, the Testing Center Request Form. Student may get an email (See Testing Center web site for specific instructions: <https://ernie.erau.edu/Departments/testing-center/prescott/Pages/Default.aspx> .) **CAUTION!** Look in Junk, Spam, or Clutter for prtests@erau.edu email.
- Respect and honor the privacy of other students – as you would have them respect yours -- by never disclosing or discussing in public their disability or accommodations including use of the Testing Center.

Testing Process – Instructors and Students Responsibilities

Note: Academic integrity is enforced at ERAU, and any cheating witnessed in the Testing Center or any other testing location will be reported to your instructor.

General Information

- Testing activity details are collaborated between the student and the instructor. The student and instructor must discuss these nuances during their initial meeting. **The instructor may not try to persuade the student to take the exam without accommodations.** This “wait-and-see” approach takes away the student’s entitled academic equity and puts the institution at legal risk. Accommodations *must be provided* at the first reasonable and practical opportunity following the initial student request and then **initiated by the instructor throughout the semester.**
- **Since the student may have a class before or after the exam class, instructors must discuss with the student their exam-taking day(s) and time(s) options for taking the exam.** Instructors may choose to proctor exams personally, within the resources of their department, or submit a Request Form to the Testing Center in advance. The student and instructor must discuss these nuances during their initial meeting. If possible, student tests at a time when the instructor can be available should the student have questions regarding the exam.
- **Option!** An online, proctored testing system called **Respondus** (Lock-Down Browser and camera monitor) is available in Canvas. If the instructor and the student agree, student can take tests remotely on their computer at any location. (Contact the Testing Center or DSS for more information.)
- As an alternate testing room some instructors use AC1, Rm 240. Reserve by noting the date and time needed, your name, and your extension on a calendar on the door.
- Instructors with **students who require a reader or scribe, or who speak out loud** during testing, may choose to proctor the exam personally, within the resources of their department, or may submit the Testing Request Form (in which case the DSS Office will secure a proctor.) Contact The DSS Office at least 5 business days in advance at: steinb@erau.edu to assure your desired date and time option is available, and to give us ample time to find a qualified proctor. The Testing Center, after receiving your Testing Request Form, will know to collaborate with DSS.

Testing Center Information

Go to Ernie, search for Departments, Prescott, Testing Center

<https://ernie.erau.edu/Departments/testing-center-prescott/Pages/Default.aspx>

The Testing Center is located at Hazy Library, Room 232.