Student and Institutional Rights and Responsibilities
The Office of Student Accessibility Services (OSAS) is the campus office responsible for coordinating disability related services for students. Reasonable accommodations and services are provided in compliance with the Americans with Disabilities Act (ADA) and with Section 504 of the Rehabilitation Act of 1973. Accommodations and services provided are designed to provide equal access to information, educational programs, activities and facilities.

Some of these include:
- Extended time for tests
- Quiet location
- Use of a note taker or recording of lecture
- Alternative format textbooks and course materials

Accommodations are required to be reasonable, not create undue hardship or alter the essential nature of the course.

Students are required to provide documentation of disability to the OSAS in order for appropriate and reasonable accommodations to be approved. The OSAS Coordinator or meets with the student to discuss eligibility for accommodations. Documentation information is stored at the LSC and remains confidential.

Types of Disabilities
- Learning Disabilities/ADHD
- Traumatic or Acquired Brain Injury
- Psychological. Emotional
- Deaf/Hard of Hearing
- Blind/Low Vision
- Mobility
- Chronic health
- Temporary

What is an ‘accommodation’?
- An accommodation allows a student to complete the same assignment or test as other students, but with a change in the timing, formatting, setting, scheduling, response and/or presentation.
- It does not alter in any significant way what the test or assignment measures.
- They are in place to “level the playing field”
Implementing Classroom Accommodations
The OSAS encourages student self-advocacy. Students are informed that it is their responsibility to meet with their faculty members to review the accommodation letter and discuss any other issues related to accessibility that may arise.

The OSAS works closely with faculty to make the process as efficient as possible. Issues regarding implementation of accommodations, particularly regarding the extent of faculty responsibility in meeting student requests, may occur. Faculty members should contact the Coordinator for clarification rdurrington@desu.edu.

It is important to keep in mind that the accommodations are meant to be appropriate and reasonable. If you believe the accommodations are not reasonable or alter the essential nature of the course you should bring this to the attention of the ODS Coordinator.

Confidentiality
Information concerning a student's disability should be disclosed only to those with a legitimate "need to know." Sharing of information with other faculty and staff needs to be balanced with the student's interest while maintaining their privacy. OAS will take steps to notify an instructor of a potential for danger when the office has evidence of ongoing (either episodic or continuous) loss of control, when such loss of control would, in the circumstances, reasonably appear to present an appreciable risk of harm. The student will also be advised of any need to notify others. Further disclosure should only be made with the express permission of the student or in consultation with appropriate OAS staff. Please do not discuss a student's disability or need for accommodations in front of other students.

The Faculty Role
Access is a College-wide responsibility. The Faculty plays a major role in instructional needs of all students. Providing access to the courses at Delaware State University requires the active participation of each instructor.

Students who Claim a disability without a letter from the OSAS
Faculty should not provide any accommodations for a student without obtaining a confirmation letter from the OSAS. Informal arrangements can lead to possible abuse, expectations of further accommodations and raise issues of fairness to other students in the class. In addition, a student may not request any accommodation not specifically listed in the letter. If further accommodation is necessary, the student should contact the OSAS for an appointment to discuss the situation.

Discussing Disability Issues with Students who have not disclosed a disability
If you have cause for concern over student academic performance or classroom behavior, you can refer the student to the Academic Support Center which provides both disability and general academic support to student. In addition you can contact the OSAS Coordinator by email or phone to discuss a student concern.
Suggested Syllabus Statement:

**Accommodations for Students with Disabilities:**
If there is any student in this class who is in need of academic accommodations and who is registered with the Office of Student Accessibility Services, please make an individual appointment with the course instructor to discuss accommodations as soon as possible. If any student who is not registered with the Office of Student Accessibility Services and needs academic accommodation, please go to the Office of Student Accessibility Services to register and receive accommodations. **NOTE: If you need special accommodations, it is your responsibility to inform the Office of Student Accessibility Services (OSAS) of your situation so that accommodations can be made.** The OSAS is located in room 218 in the William C. Jason Library (phone 302.857.7304)

**Class Attendance**
Class attendance policies are not determined by the OSAS. The number of allowable absences depends on the interactive or participatory nature of a course, or is based on department, college or accrediting agency rules. Therefore, attendance policies are set by faculty at the college or departmental level.

If attendance is determined to be essential, then students need to work with the faculty to determine the maximum time that can be missed before compromising the integrity of the course/program.

Similarly, faculty also determines policies regarding make-up work and missed quizzes and exams. Faculty is not required to lower or substantially modify essential course elements in order to provide an accommodation. OSAS can provide faculty information regarding the legitimacy of the absences which are based on appropriate medical and/or psychological documentation.

Listen closely to faculty announcements about attendance and make-up policies and procedures. Also, check your course syllabus for information about these issues.

The *Attendance Accommodation Agreement Form* will be completed by the faculty and student to address all areas of attendance and work. To be done during the first 2 weeks of class.