

Student Assistance and Outreach ❖ Resources

Iowa State University Dean of Students Office

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Student Disability Resources: A Guide for Faculty and Staff

Faculty and Staff play an important part in the life of a student with a disability. Collaboratively, Student Disability Resources (SDR) staff and ISU teaching professionals work together to promote opportunities for the educational success of all students—including those with documented disabilities. This often includes the use of Universal Teaching Design strategies and provision of reasonable accommodations for your students.

Reasonable Accommodations are approved modifications or adjustments to a course, program, service, activity, or facility that enable a qualified student with a disability to have an equal opportunity to access the course and/or demonstrate their knowledge. An equal opportunity is the chance to attain the same level of performance or to enjoy equal benefits and privileges that are available to a similarly-situated student without a disability. Reasonable accommodations do not give the student with a disability an unfair advantage. Rather, they 'level the playing field.'

Reasonable Accommodations are established by SDR staff only after review of documentation and eligibility has been determined. Each term, qualified students with documented disabilities are encouraged to meet with SDR staff to set up accommodations by completing a Student Academic Accommodation Request (SAAR) form. Students then meet with his/her Instructor to discuss the accommodations listed on the SAAR form at which time the instructor reviews the SAAR form and signs/dates the form indicating their willingness to provide the indicated accommodation(s). A proactive collaborative effort between the student, SDR staff, and the instructor should produce a reasonable accommodation for a documented disability. Provision of reasonable accommodations is a legal requirement if the SAAR form is delivered and signed in a timely fashion. Please note: All accommodations are determined on a case-by-case basis. Students may present a SAAR form at any time during the term.

Reasonable Accommodations you may be asked to provide or allow may include, but are not limited to, the following (as indicated on the SAAR form):

- Extended time (typically 1.5x) and/or low distraction locations for exams and quizzes
- Provision of printed material, including all course handouts, in alternate format (as indicated on the SAAR form). Placement of textbook orders by the date indicated by ISU Bookstore is essential to facilitate 'text conversion' processes.
- Permission to tape-record class lectures (students use their own recording device)
- Use of a laptop computer to take class lecture notes
- Access to lecture notes and/or overheads and PowerPoint presentations
- Reasonable flexibility in attendance (related to student's condition)
- Sign language interpreters or captionists (arranged by SDR)
- Assistive listening devices (i.e. professors may be asked to wear a lapel microphone)

If you are unclear about what is expected of you when a student requests accommodations or if you feel that a request compromises your course content or expectations, please contact Student Disability Resources by phone at 294-7220 or by email at disabilityresources@iastate.edu. More information and resources for Instructors is available online at www.dso.iastate.edu/dr.

If a student is experiencing situational stressors or other mental health concerns (not connected to an accommodation) please refer the student to Student Assistance.