



**EASTERN
ILLINOIS
UNIVERSITY**

Academic Success Center Student Disability Services

Serves on average 300-400 students per year

What Faculty Need to Know Regarding Student Disability Services

Student Disability Services (SDS) Responsibilities



- Determine disability eligibility based on the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Subpart E, not the Individuals with Disabilities Education Act (IDEA).
- Determine accommodations and services for students with various disabilities. Accommodations are based on medical, educational, and/or psychological documentation from an appropriately licensed professional as well as the student's individual needs.
- Facilitate programmatic access for students in the educational environment.
- Convert print to electronic text for faculty to accommodate students with disabilities.
- Develop policies and procedures based on current laws.
- Provide consultation and education to the University and area communities.

Student Responsibilities



- Provide appropriate documentation to SDS and request accommodations if needed.
- As soon as possible, meet with instructor during office hours, make an appointment with them, or have a dialog by email or other means to provide an accommodation letter from SDS and discuss accommodation needs.
- Complete all fundamental requirements of the course.

Faculty Responsibilities



- Include a reference to SDS on class syllabus. For example, *"If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact Student Disability Services (SDS). All accommodations must be approved through SDS. Please stop by McAfee Gym, room 1210 or call 217-581-6583 to make an appointment."*
- We encourage instructors to invite students to self-identify on the first day of class by making a public statement such as: "Please contact me to make an appointment to discuss disability accommodations."
- Provide accommodations outlined in the student's accommodation letter.
- Provide instructional materials in an accessible format according to the student's accommodation letter and/or according to the information sent via email by SDS.
- For students with a note-taker accommodation, ask for a volunteer note taker for the student with the accommodation. The simplest method of providing this service is for the instructor, to request a volunteer student in class to type notes into OneNote, or a Word document (or similar), then have the note taker upload the notes to our website at <https://www.eiu.edu/apps/disability-services> and on the SDS website at www.eiu.edu/disability. This should be done in confidence. The student who requires the notes should not be identified. The Director of SDS will write a letter of appreciation to the student volunteer with the instructors' recommendation upon request.
- If you need assistance with off-campus or online classes, please contact the Student Disability Services.

Confidentiality



- Maintain confidentiality, even if the student discloses in front of others.
- Encourage students to speak about disability concerns with you in private.
- SDS can communicate some information to faculty on a “need-to-know” basis.

Faculty Resources



- SDS staff are always available to answer questions or discuss issues.
- SDS is willing to provide presentations for faculty, staff, and students on various topics.
- SDS is willing to come to faculty meetings to provide information and answer questions.

Interesting Facts



- The most disclosed disability is Specific Learning Disability.
- The most provided accommodation is extended time on tests and quizzes.
- Students with psychological disorders (Bi-polar, anxiety, depression, and so forth) are coming to college in greater numbers.
- The number of students on the Autism Spectrum is increasing. These students are not always part of the STEP program.
- Students cannot always clearly articulate what their disability is or how it impacts them in an academic setting.

Closed Captioning

In accordance with federal law, **ALL INSTRUCTORS** (as agents of the University) are required to make all classroom materials available to students with disabilities at the same time that it is made available to all other students. All videos and/or clips that you plan to show during the semester must be checked by you for closed captioning. In the event that any videos (whether shown in class, or assigned outside of class) are scheduled to be shown you will:

- Want to check to determine if the video being shown is captioned;
- If the video has not been captioned work with your Instructional Support Specialist (ISS) to help caption the video. Contact support@eiu.edu.

Testing Accommodations

Some students with disabilities require testing accommodations such as extended time, an alternate testing environment, a scribe, or a test reader. Instructors have the option to provide the necessary accommodations themselves or you may want to ask us to proctor exams through the Testing Accommodation Center. Faculty requests can be submitted using this link <https://www.eiu.edu/apps/disability-services> and on the SDS website at www.eiu.edu/disability. Questions may be directed to our office at 581-6583.

You can find instructions for testing accommodations in the D2L environment at <https://www.eiu.edu/d2lsolutions>.

Frequently Asked Questions



First and foremost... We are here for you! Please call, email, stop by with questions or concerns. If you would like a group meeting, we would love to oblige.

- We are at the mercy of students disclosing. We do not always know things in advance, but we will work with you as soon as we know what needs there are.
- Students with special needs must meet the same criteria as their nondisabled peers for admittance to EIU.
- Student expectations: Students registered with our office will provide instructors with an accommodation letter by email or in person. SDS has a new system that allows the student to email the letter straight to the instructor. Students are instructed by SDS to meet with their professors during office hours, by appointment, or by email to discuss accommodations. Students are instructed that they should NOT hand you letters at any other time, they must come to your office unless they email them.
- There is no deadline to register with our office so you may receive a letter at any time during a semester.
- Often professors will see the same accommodations for multiple students. This is because in k-12 education students with a special need had services to assist with leveling the learning playing field. At this level of education, they must rely solely on accommodations. What works for a student with ADHD, often works for a student with a learning disability or anxiety, hence similar accommodations. There is only so much we provide at this level. Please see it for what it is, a need. Accommodations are based on paperwork from K-12 education, psychiatrists, psychologists, neuropsychologist, MD, therapist, etc. The process is not taken lightly.

Frequently Asked Questions Continued

- **One accommodation you may see is alternate test/quiz environment.** This means a quiet place outside of the classroom environment, it does NOT mean **individual** testing space. So if you have three students who require an **alternate** testing environment, they may all three be in the same space. If a student requires individualized testing environment, the letter will state that.
- **What should you do if you have a student whom you feel should have services, but you do not have a letter for?** Email/Call our office. The student could have services and have been hesitant to share the letter for whatever reason, the student may have had previous services, but did not realize we are a resource here, the student may have late onset disability and when we contact them we may be able to get them help.

Additional Resources

- **Accessibility for On-line Classes:**
Julie A. Lockett, Director of Learning Innovation in the Faculty Development and Innovation Center
jalockett@eiu.edu 217-581-8449
- **Universal Design:** https://www.washington.edu/doit/sites/default/files/atoms/files/Universal%20Design%20in%20Higher%20Education_Promising%20Practices_0.pdf
- **Americans with Disabilities Act (ADA):**
www.ada.gov/pubs/ada.htm
- **Section 504 of the Rehabilitation Act, Subpart E:**
<http://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr104.html>

In conjunction with the overall mission of Eastern Illinois University, Student Disability Services (SDS) is committed to facilitating the provision of equal access and opportunity to all campus programs and services for students with disabilities. Through collaboration and support of the entire campus community, SDS promotes universally accessible design principles, so that everyone has access to university life.



**Academic Success Center
Student Disability Services**

Director: April Jackson
acjackson3@eiu.edu

McAfee Gym, Room 1210
(217) 581-6583

<http://www.eiu.edu/disability>