COTC

Disability Services

Student Handbook

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Accommodation Approval and Use

This handbook is a comprehensive document that may include accommodations for which you are not currently approved. To use an accommodation, students must first be approved by a Student Life Disability Services (SLDS) staff member. If your needs or circumstances change, you can communicate with SLDS to explore adjustments to your approved accommodations.

Notice of Operational Changes

Any changes or adjustments to SLDS operations or procedures will be communicated to you in various ways. Some methods of communication may include:

- Direct communication from SLDS staff
- A new e-agreement in AIM
- Student Life weekly newsletter
- Website updates

Confidentiality and Release of Information

- We view all materials pertaining to a student's disability as confidential. All disability-related information for students at Central Ohio Technical College (COTC) is housed within Disability Services. Registration with SLDS will not appear on transcripts.
- The Family Educational Rights and Privacy Act of 1974 (FERPA) and the Americans with Disabilities Act (ADA) do not allow faculty or others access to disability-related information (e.g., diagnosis, medications).
- We will not share a student’s medical information with college faculty or staff without the student’s consent. SLDS will confirm registration and approved accommodations on a need-to-know basis.
- We will not disclose any student’s medical or registration information to an employer or other outside organization without the student’s permission.
- We will retain all disability documentation for six years after students leave the college.

How to Request Accommodations

1. Review your syllabi at the beginning of the semester. Look at the requirements of each of your classes and consider your disability-related needs. Some accommodations may not be necessary for every class.
2. It is your responsibility to generate a Course Accessibility Letter for each course in which you choose to use accommodations. As a college student, you have the agency to decide which of your approved accommodations you want to use in each course based on the

course requirements and your individual needs. SLDS does not automatically activate accommodations or generate Course Accessibility Letters on your behalf, except in limited circumstances coordinated directly with SLDS. Log in to AIM to generate your Course Accessibility Letters. You and your instructors will receive the letters via email. Accommodations are not retroactive, so generate your letters as early in the semester as possible.

3. Contact your instructors within the first week of class to discuss your accommodations and concerns. In this conversation, you do not need to disclose the specific nature of your disability.
4. Follow applicable procedures for your accommodations, as described on the Disability Services Webpage.
5. Keep in touch. Communicate promptly with your instructors throughout the semester as accommodation needs arise. Do not wait until days or weeks after you have an accommodation need. If you have any questions or encounter any issues during this process, contact SLDS promptly as needed.

Course Accessibility Letter

- A Course Accessibility Letter provides your instructors with an introduction to your accommodations and how the accommodation process works. It does NOT indicate your disability.
- After evaluating course requirements/design, you can customize your letters only to include the accommodations relevant to each class.

Priority Scheduling

Students registered with SLDS receive priority scheduling. This means you may register for classes during the second registration window of the semester.

When scheduling your courses, please consider the following guidelines:

1. Meet with your academic advisor before your window opens.
2. Research available course offerings in advance so you are prepared once the window opens.
3. Consider your disability-related needs and issues when scheduling.

Disability Services staff are not academic advisors, but can assist you in balancing your course load to better address your disability needs.

Exam Accommodations

Exam accommodations apply to timed quizzes, midterm exams, and final exams. More specifically, exam accommodations apply to any timed written assessment designed to be completed in a single sitting and graded for accuracy.

Exam accommodations typically do not apply to lab work, homework/projects, or untimed "take-home style" exams.

Exam accommodations may include, but are not limited to:

- Extended time
- Distraction reduced space
- A computer for word processing
- Assistive technology
- Accessible formats (e.g., Braille, Microsoft Word, enlarged print)
- Reader or scribe
- Access to the restroom

Options for Taking Exams

- Take your exam(s) in class without accommodations.
    - This is the default option that requires no action on your part.
- Take your exams with accommodations that the instructor arranges.
    - Discuss arrangements with the instructor.
    - For extended time in online course exams/quizzes, your instructor is responsible for adjusting your time allotted and availability window in Canvas.
- Schedule to take your exams at the Testing Center.
- Make arrangements with extended campus test proctors.

Scheduling Deadlines

Newark Campus Testing

Scheduling for testing appointments at the Newark campus is done online using RegisterBlast.

Schedule a Test:

- All appointments must be made at least 48 business hours in advance to ensure testing materials are available in the Testing Center.
- Students are required to present a valid (non-expired) government or school-issued photo identification (ID). IDs must match the name listed for a testing appointment.
- Students with extended time must include that extended time in their testing appointment.

Extended Campus Testing

- If you need to take a test on any of our extended campuses, please contact the Student Success Coach for your campus. Appointments are required.

Testing Policies

Students are required to follow the COTC Code of Student Conduct at all times.

Personal Belongings:

- Only items required for testing are permitted in the testing rooms. All personal belongings, including electronic devices, must be placed in a locker and turned off.
- All non-religious headwear is prohibited.
- Students may keep their photo ID face up at their testing station.

Supplementary Materials:

- The student must bring optional materials permitted by instructors. The Testing Center does not provide these materials.
- Students who forget optional materials may reschedule their test, provided the testing deadline has not passed. Choosing to test without optional materials is at the student's discretion. Once testing begins, rescheduling requires written approval from the professor.

Food/Beverages: Food and beverages are not permitted in testing rooms without approved accommodation.

Breaks: Breaks are not permitted once testing has begun without approved accommodation.

Late Policy: Late arrival of more than 15 minutes will result in a reduction of the allotted testing time.

HESI A2 Exam:

- You MUST contact the Testing Center at 740.366.9193 BEFORE scheduling your HESI A2 exam to use your accommodations.

Video Surveillance: The Testing Center is always under video surveillance.

Notetaking Support

The notetaking support accommodation addresses disability barriers related to capturing real-time lecture or other course content.

Use of Personal Notetaking Technology/Apps

- You may record class meetings and use technology/apps to support the notetaking process.
- These audio recordings are for your personal use only in preparation for class and exams. Sharing audio recordings with other people is not permissible.
- Audio recordings of course content may be considered intellectual property of the instructor and are subject to the Code of Student Conduct.
- You are expected to delete all audio recordings once they are no longer needed for your academic work.

Peer Notetaking Services

- The notes received from a peer notetaker are supplemental to your own notes.
- You are expected to attend and participate in all classes to the best of your ability and health.
- Notify your SLDS as soon as possible if the note-taker is not fulfilling their duties, or if you no longer need assistance.
- Proactive requests are important. You may not receive class notes taken prior to your requesting note-taking services.

Accessible Media

Text Conversion

- Course reading materials can be converted to accessible formats for students with print disabilities.
- Only required textbooks are converted by default; additional course materials can be converted upon request.
- Students must provide proof of ownership of the converted books
- If you have questions about text conversion, please contact the SLDS staff

Audio Description

- Audio description is a narration service that describes images in videos for individuals who are blind/low vision. With this accommodation, you may request an audio description for class materials in a video format.
- These materials may include in-class videos, videos uploaded to Canvas, and out-of-class required video/movie screenings.
- Audio description may include an assistant in class, an assistant for out-of-class viewing, and/or written transcripts.
- The type of accommodation will be determined based on the class, video, and student needs.

Closed Captioning

- Video captioning is the process of displaying text on a video presentation for additional and/or interpretive information.
- While every effort is made to collaborate with instructors regarding captioning proactively, sometimes files or videos are missed. Please notify SLDS staff if additional items need to be captioned.
- If you have any questions about captioning, reach out to SLDS.

Conversion Policies and Reminders

Conversion can be a time-consuming process, and delaying your request may delay the completion of your course materials.

Proof of Ownership

Before we can release converted books to your OneDrive folder, we are legally required to verify that you have a copy of the text, due to copyright laws. We are flexible about how you show proof of ownership. You may:

- Bring in a copy of the textbook.
- Bring an itemized receipt showing the purchase of the textbook.
- Forward a purchase confirmation email from Amazon, Barnes & Noble, etc.
- Take a picture of the front of the book if you purchased it secondhand.
- Please keep in mind that sometimes the only way we can access a book electronically is through the publisher, and in those cases, publishers require submission of an itemized receipt.

JAWS, NVDA, or VoiceOver Users

- Disability Service will contact you to coordinate proactive outreach to your instructors for each upcoming semester.
- Disability Services will send your Course Accessibility Letters on your behalf after you schedule for the upcoming term. This allows us to coordinate your accessible media requests proactively.
- Monitor your COTC email for communication from SLDS.

Assistive Technology

Disability Services staff are available to you for consultation and training on various assistive technologies to support you in your academics. These technologies include:

- Built-in text-to-speech software available on Mac, Microsoft Office (Word, Outlook, PowerPoint, OneNote), and Microsoft Edge
- Built-in speech-to-text and dictation software available on Mac, Windows, and Microsoft Office (Word, Outlook, PowerPoint, OneNote)
- Reading and Writing Enhancement/Literacy Software through Read&Write
- Digital audio notetaking support through Genio
- The Freedom Scientific suite of accessibility technologies, including:
    - Screen reader software with JAWS
    - Screen enlargement software with ZoomText

If you would like training in any of the listed assistive technologies, please contact Student Life Disability Services at 740-755-7768 or NWK-SLDS@mail.cotc.edu.

Interpreting and Transcribing

Disability Services coordinates interpreting or transcribing services for registered students who are D/deaf or hard of hearing.

Interpreting Services – A team of American Sign Language interpreters will interpret all College-related activities.

Transcribing Services – A team of transcribers will transcribe all COTC-related activities. You may access the transcript in real time from a second device. Transcripts are not verbatim.

Interpreting/Transcribing Policies and Reminders

- Without notification, interpreters/transcribers will wait 20 minutes before leaving an assignment.
- If you need to cancel interpreting or transcribing for any reason, please contact your assigned person no later than 24 hours before your class.
- Communicate with your Interpreter/Transcriber promptly about any problems with communication access or any special requests.
- Communicate with your Interpreter/Transcriber using your COTC email account.
- Interpreting and transcribing will occur only when the student is present.
- Interpreters and transcribers are language facilitators, not active participants in the classroom and group work.

- Our interpreters and transcribers' default is to leave promptly at the end of class. If you need to stay after for any reason, please let them know as soon as possible so that they can adjust their schedules accordingly.

Lab Assistants

Lab Assistants are SLDS employees who assist with mechanical/dexterity tasks that prove inaccessible to the student with a disability.

Lab Assistants will:

- Receive instruction, if needed, regarding your disability-related needs from you and/or SLDS staff.
- Perform only those tasks directed by you. They will NOT prompt or guide you in performing a lab task unless the task is dangerous. You are responsible for all information about actual lab processes and procedures.
- Inform our office if they are ill or otherwise unable to attend a session. We will coordinate a substitute lab assistant to take their place.

Absences and Troubleshooting

- Contact your assistant immediately if you cannot attend a lab session.
- If you fail to show up twice for a lab and do not inform the assistant ahead of time, the assistant is authorized to discontinue assistance. To reinstate services, you must meet with SLDS staff.

Course Substitutions

- We support petitions for course substitutions in cases of foreign language, quantitative, or other non-major specific course requirements as reasonable accommodation if disability documentation supports the petition and if the course(s) in consideration are not essential to your major.
- There must be evidence in the documentation that disability has a significant impact on the learning of the coursework in question.
- Each request is considered on a case-by-case basis.
- You should submit all petition materials to your academic advisor.
- The college, not Disability Services, reviews all curriculum modifications. Although SLDS staff may provide a letter and assist with the application process, the decision ultimately rests with the college or department.
- Substitutions are not automatically supported for individuals who may have had substitutions or waivers of a course requirement from other institutions.

- If you anticipate needing a substitution, you should begin the process at least a whole semester before the semester you desire to take the course substitution(s).
- You are still responsible for fulfilling the credit hours for the course.
- If the substitution is approved, you will be required to take an equivalent class determined by your academic advisor.

Emergency Procedures

To ensure your safety, develop an emergency plan or a strategy in advance. How you respond to an emergency depends on:

- the type of emergency
- your specific disability
- the location of your classes
- where you work on campus
- Students with mobility impairments

Elevators provide access for students with mobility impairments to classrooms throughout the campus. However, during an emergency such as a fire or tornado, elevators can be dangerous and often cease working. Furthermore, elevators have been known to break down at times, leaving people with mobility impairments stranded on upper floors. As a result, it is unlikely that you will be able to evacuate without the assistance of others. The following steps can help to ensure your safety in an emergency:

1. ***Make a plan***
   For every building in which you have class or work on campus, locate an area or refuge, which could include a stairway or an adjacent classroom/room with a fire-rated door and walls, where you will await rescue during a fire.
2. **Inform others of your plan**
   In most instances, this should be the instructor of your class or your supervisor. Let him or her know the location (i.e., classroom in the Northwest corner of this floor) you have selected to await rescue personnel in the case of an emergency.

Students with visual impairments

As a student with a visual impairment, you should develop a plan of action for emergencies as well. An ideal time to create this plan is at the start of each semester, as you work with an orientation and mobility specialist to locate your classrooms. Students may consider working with a building coordinator who can provide alternative routes to review in case of an emergency.

Students with seizure disorders

If you have a seizure disorder that is not controlled by medication and have seizures often, it is wise to alert your instructor to your condition and how you wish for them to respond. Let them know what to expect if you were to have a seizure during class and under what circumstances it would be necessary to call for an ambulance. Please note that it is standard policy for instructors to notify EMS. For additional information, you should refer your instructor to SLDS.

Important Note:

For any emergency and students with any type of disability, the first step is to contact 911. When reporting an emergency, it is essential to indicate your specific evacuation needs (e.g., you use a wheelchair or have breathing or stamina difficulties).

Disability Services Grievance Procedure

The Office of Student Life Disability Services (SLDS) supports you in your right to file a grievance when you believe you have been denied equitable access in the form of appropriate accommodations, adjustments, auxiliary aids, or effective communication or suffered discriminatory harassment as described in Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act (ADA) of 1990 or the Ohio Administrative Code 4112-5-09: Discrimination against persons with disabilities in institutions of higher education.

The general grievance procedures apply to all students and are available to students with disabilities. Additional procedures for students with disabilities who feel their rights have been violated under 504 and ADA are listed below.

Resolving Conflicts

With the College, Faculty, or Staff, Department, Program, or Organization, including Disability Services

1. Students are encouraged to discuss their concerns with the SLDS office as their first step.
2. If the student or the SLDS staff thinks a satisfactory resolution to their conflict has not been reached, the student may complete the Concern and Feedback form.
3. If the complaint is not resolved at the college level, the student may file a complaint with the Federal Office for Civil Rights, the Ohio Civil Rights Commission, or Disability Rights Ohio (formerly the Ohio Legal Rights Service)

Resolving Alleged Discrimination by Another Student

In situations where students allege discrimination by another student, students may file formal charges under the Code of Student Conduct. Please refer to the policy and procedures in the Student Handbook. Contact the Office of Student Conduct for further information.

Code of Student Conduct

To best serve our students, Disability Services staff expect everyone to be courteous and appropriate to one another. Profanity, aggression (verbal or physical), threats, yelling, slamming doors or items, failing to comply with Disability Services guidelines, etc., are considered unacceptable due to the disruption of other students and staff in providing services and academic accommodations.

The same general expectations of behavior apply to all students, including those with disabilities. Students registered with Disability Services must adhere to the policies and guidelines stated in the Code of Student Conduct. These policies apply to academic and non-academic behavior on and off campus. Disruptive and disorderly conduct or failure to comply with the guidelines and expectations of the university's Code of Student Conduct and Disability Services may result in filing a complaint with Student Conduct or contacting the police.

To refer to the Code of Student Conduct, please visit Student Conduct's website. Feel free to discuss any questions, comments, or concerns with Disability Services staff.

There are several resources on campus for assistance with:

- Test Anxiety Help
- Disability Access Resources
- Mental/Physical Health Resources
- Tutoring/Academic Support
- General Campus Resources
- Scholarships

For additional information regarding those services, please contact Disability Services.

Contact Information

Student Life Disability Services
Warner 226
1179 University Dr
Newark, Ohio 43055
Voice: (740) 755-7768
FAX: (740) 364-9646

ADA/504 Coordinator's Office
Warner 226- Office of Student Life
Voice: (740) 364-9578
FAX: (740) 364-9646

Ohio Civil Rights Commission
Voice: (614) 466-2785
TTY: (614) 752-2391
FAX: (614) 466-6250

Federal Office for Civil Rights

Voice: (800) 368-1019
TDD: (800) 537-7697
FAX: (312) 886-1807

Disability Rights Ohio
Voice: (614) 466-7264
TTY: (614) 728-2553
FAX: (614) 644-1888