**Disability Support in the Classroom**- 2016 Faculty

**Commonly asked questions:**

**How does a student make a request for accommodations based on a disability?**

To initiate learning accommodations with the College as student must first complete a **Request for Academic Accommodations form** found on our website. All students are also strongly encouraged to meet with the Disability Services Coordinator, Teresa Laughlin, during this process to ensure that the student has a clear understanding of the services available and the procedures for applying for accommodations. All students are encouraged to start this process early as accommodations may take several weeks or even months to establish depending on the status of the student’s available documentation.

**Generally, what kind of documentation is needed and how are accommodations awarded?**

Hampden Sydney College requires that appropriate medical or psycho-educational testing be completed using adult-normed assessments by a qualified clinician showing evidence of ADHD or a disability which impacts the student in a classroom setting. This documentation must reflect the student's current level of functioning (within 3 years). A student with outdated testing, which supports the presence of a diagnosed disability, can qualify for temporary accommodations (typically one semester in duration) while (s)he is seeking updated testing.

All testing is reviewed by our Learning Consultant, Dr. Steven Noles. Dr. Noles has contracted with the College for close to 14 years, adding consistency to our procedures and service delivery. Dr. Noles reviews all submitted documentation to verify the presence of a disability, while also considering the student’s requests for support. If the student’s request is appropriate and in line with the student’s deficits, the accommodation is granted. As each diagnosis can have a spectrum of presentations within the student—all requests are handled on a case-by-case basis. Students also have the ability to schedule a campus consultation with Dr. Noles to further discuss potential interventions and/or additional accommodations. It is important to note that college accommodations are based on an **equal access model** rather than on a success model that may have been utilized in the K-12 setting. Accommodations are not in place to guarantee student success, but to guarantee appropriate access to material to ensure that the student’s true abilities (and not disabilities) are measured in the classroom.

**How are professors/advisors notified if a student needs extra consideration based on a disability?**

Students who are registered with the Office of Academic Success with qualifying disabilities are issued a **Letter of Accommodation**, signed by the Dean of the Faculty, authorizing the listed accommodations. Some students may have interim accommodations—please pay attention to the expirary date on these letters from the Office of Academic Success. Note: While all letters of accommodation are initially issued on official letterhead, your student may have made a copy of the letter for your use. *The student* ***must*** *present the letter in order to utilize accommodations.*

**What are the student’s responsibilities and what are the college’s responsibilities in this process?**

It is the student’s responsibility to discuss his accommodations with his or her faculty members in a timely fashion to ensure that appropriate accommodations can be provided. In cases where the student chooses not to register his/her disability with the Office of Academic Success or fails to disclose the accommodation letter to the instructor,the student forgoes the reasonable accommodation for the course(s.) Also, in such cases the Dean of the Faculty or the Executive Committee will not ordinarily regard this decision as an “extenuating circumstance” that would serve as a strong argument for a grade revision or overturning an academic suspension. However, the College is required by law (Title III of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act) to provide the student with the qualifying accommodations, as long as the student provided ample notification and the accommodation does not fundamentally alter the course curriculum.

**A disability statement opens the lines of communication, making the student feel more comfortable approaching faculty to disclose his/her disability and need for accommodation. Please consider adding one of the following SAMPLE statements to your syllabi:**

Any student who believes that he or she may need an accommodation based on the impact of a disability should contact the Office of Academic Success to discuss his or her specific needs. All accommodations are based on individual need substantiated by medical documentation. Please contact Teresa Laughlin at 434-223-6324 or [tlaughlin@hsc.edu](mailto:tlaughlin@hsc.edu) to coordinate reasonable accommodations. Her office is located within the Office of Academic Success in Bortz Library Room 232.

Students who think they may need accommodations in this course because of the impact of a disability are encouraged to meet with the professor privately at the beginning of the semester. Students should also contact Teresa Laughlin, Disability Services Coordinator, Office of Academic Success ([tlaughlin@hsc.edu](mailto:tlaughlin@hsc.edu), 434-223-6324, Bortz Library Room 232) to verify their eligibility for reasonable accommodations. Early contact will help to avoid unnecessary inconvenience and delays.

If you qualify for accommodations because of a disability, please submit to your professor a letter from the Office of Academic Success in a timely manner (for exam accommodations provide your letter 3 days prior to the exam) so that your needs can be addressed. The Office of Academic Success determines accommodations based on documented disabilities. Early contact will help ensure that accommodations are in place when needed. Students should contact Teresa Laughlin, Disability Services Coordinator, Office of Academic Success ([tlaughlin@hsc.edu](mailto:tlaughlin@hsc.edu), 434-223-634, Bortz Library Room 232) to verify their eligibility for reasonable accommodations.

I'm committed to supporting the learning of all students in my class. If you are encountering barriers to your learning that I can mitigate, please bring them to my attention. If you need disability related accommodations, please contact Teresa Laughlin, Disability Services Coordinator, Office of Academic Success ([tlaughlin@hsc.edu](mailto:tlaughlin@hsc.edu), 434-223-6324, Bortz Library Room 232).

Hampden Sydney College will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students should identify themselves to Teresa Laughlin, the Disability Services Coordinator in the Office of Academic Success ([tlaughlin@Hsc.edu](mailto:tlaughlin@Hsc.edu), 434-223-6324, Bortz Library Room 232) and their instructor as soon as possible to coordinate accommodations.

The College is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the College. To this end, Hampden Sydney College will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and need accommodations in this course, you must present your letter of accommodation to me from the Disability Services Coordinator in the Office of Academic Success ([tlaughlin@hsc.edu](mailto:tlaughlin@hsc.edu), 434-223-6324, Bortz Library Room 232), indicating the existence of a disability and academic accommodations.