

Quick Start Guide to Disability Resources Department (DRD)

The Disability Resources Department (DRD) provides support services, specialized instruction and accommodations to students with a physical, psychological or a learning disability enabling them to fully participate and benefit from an equitable college experience.

- The DRD office is your resource for information and support to accommodate students with disabilities.
- If you notice a student struggling in your class who could benefit from DRD, it may be appropriate for you to make a referral. Address your concerns with the student directly and **in private**. Mention that you have noticed the student has been having difficulty in an academic area and encourage the student to seek out support services on campus such as DRD. Our office can then assist your student by determining program eligibility, referring them for an assessment and/or providing support services.
- Add a simple statement regarding students with disabilities on your syllabus.
Example: *“If you have a documented disability and require academic accommodations such as a note taker, test taking services, special furniture, etc., please provide the Authorization for Academic Accommodations (AAA letter) from the Disability Resources Department (DRD) to me as soon as possible. You may contact DRD in the Bertolini Student Center (3rd Floor) on the Santa Rosa campus, and 101 Jacobs Hall on the Petaluma Campus. Please discuss your accommodations with me during office hours or after class so I may be of assistance to you.”*
- When a student requests an accommodation, please ask to see their Accommodation Letter and confirm that the accommodation has been approved during the current academic year. Remember that a student’s diagnosis of a disability is considered confidential information.
- Faculty **SHOULD NOT** provide students with an accommodation (i.e. extended time on exams) unless the students are active participants of the DRD program and the accommodation has been approved. Doing so may put you and the institution at liability as their disability may not be verified.
- DRD is able to meet with you individually or with the student. In addition, we are available to come to a Department meeting or other event to share information. If you have any comments, concerns or suggestions, please feel free to contact us. Thank you for supporting the academic success of our students!

Classroom Accommodations:

- Accommodations are authorized individually based on the nature of the student's disability and how that disability impacts them in an academic environment. Accommodations are mandated by law.
- The student is responsible for requesting accommodations in a timely manner from their Disability Specialist and giving it to their instructor.
- You are responsible for providing the accommodations in the classroom and protecting the confidentiality of the student with a disability.
- You should ensure that classroom materials, such as presentations, readers, handouts, and websites are fully accessible. Resources are available on our website in "Faculty Resources".
- All students have a 'right to fail'. Once accommodations have been provided, all students should be graded equally to ensure the integrity of the course.
- If you have difficulty providing the accommodations or disagree with the accommodations, contact the Disability Specialist listed at the top of the accommodation letter.

Note-takers

Please provide assistance to recruit a note-taker in a timely manner so the DRD student does not miss critical information. It is greatly appreciated if you can provide notes/power-points/etc.

Mobility Assistants

Provide support to students with mobility limitations. They do not participate in class.

Furniture

Please ensure the student has access to the authorized furniture in the classroom. Notify DRD Testing & Support Services if furniture is absent or broken: Santa Rosa 527-4581, Petaluma 778-2661.

Recorders

Recording in an educational environment is defined as using technology to capture sound and/or visual images for later personal use. Recording devices may include phones, smart pens, tablets, laptops, or other mobile devices. Students have agreed to protect the confidentiality and ownership of the recorded information. If you have concerns, please contact the Disability Specialist.

Testing

If at all possible, please try to provide testing accommodations in or near your classroom. Otherwise, students may use the DRD Testing Office. Students **must** inform their instructors 1 week in advance of any exam/quiz that will be proctored in DRD and 3 weeks prior to finals. Please deliver your exams to DRD Testing Office (email is preferred) 2 days prior to the date of exam to allow for set up of accommodations. DRD works diligently to ensure the integrity of all exams we proctor.

[Service Animals vs Emotional Support Animals]

Service dogs are no longer considered accommodations and are allowed in all public areas of campus facilities and property. Emotional Support Animals require authorization from DRD.