

## 2020-2021

We expect to have more than 50 students registered with the Disability Services Office for the 2020-2021 academic year. These students have provided the required documentation and have requested specific accommodations to support their diagnosed disabilities. In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, students with disabilities are entitled to accommodations ensuring equal access to all of Peru's programs and facilities.

This information sheet is provided to give an overview of Disability Services. Further information can be obtained on the Disability Services website [www.peru.edu/disability](http://www.peru.edu/disability). You may also reach the Disability Services Coordinator in CATS 102, via telephone at [402-872-2440](tel:402-872-2440) or e-mail at [cats@peru.edu](mailto:cats@peru.edu).

*Not all students with disabilities will register with Disability Services. However, for students who are seeking accommodations, the Disability Services Office arranges reasonable and appropriate support. In order to facilitate this support process, it is important for students, faculty, and the Disability Services Office to work together in a timely manner.*

### Disability Services Responsibilities:

- Inform students, faculty and staff about the role and procedures of Disability Services
- Accept and evaluate student documentation
- Approve and implement appropriate accommodations
- Provide notification of approved accommodations to faculty
- Provide secure proctoring environment as needed

### Faculty Responsibilities:

- Include statement on syllabi directing students to Disability Services if in need of an accommodation related to disability
- Support and implement reasonable accommodations as identified in letter from Disability Services
- Consult with Disability Services if accommodation requires further clarification or poses substantial impediment to learning environment
- Maintain confidentiality

### Student Responsibilities:

- Disclose disability to Disability Services in a timely manner
- Provide appropriate documentation and notify Disability Services of accommodation needs
- Meet with faculty early in semester to confirm receipt of accommodation letter
- Notify faculty at least two school days prior to test when requesting to take exam at CATS

**Questions? Need additional information? Feel free to contact Disability Services at:**

CATS 102 • [402-872-2440](tel:402-872-2440) • [cats@peru.edu](mailto:cats@peru.edu) • [www.peru.edu/disability](http://www.peru.edu/disability)



**Q: Who is responsible for determining appropriate accommodations?**

A: The Disability Services Office reviews documentation and determines student eligibility for accommodations. Approval is based upon documentation collected from the student, functional limitations, and the student's clarifications regarding individual needs.

**Q: Am I responsible for keeping track of student accommodations.**

A: Disability Services approves student accommodations, while the instructors implement accommodations. However, it is the student's responsibility to notify their instructors if and when they decide to use their accommodations. Students are required to give instructors at least two school days notice when requesting to take exams at the CATS building.

**Q: Am I required to provide exam accommodations to students who request it?**

A: Yes, if the student is registered with Disability Services and has been approved for accommodations. In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, students with disabilities are entitled to accommodations ensuring equal access to all of Peru's programs and facilities, including exam accommodations.

**Q: Students with disabilities ask me to fill out a Request to Test form. Do I have to fill out this form?**

A: Yes. In order for students to arrange testing accommodations, it is important to fill out the form completely and in a timely manner. For your convenience, the Disability Services Office has provided an electronic form: <https://www.peru.edu/eform/view.php?id=304087>

**Q: Can I proctor an exam?**

A: Yes. If you are able to provide all of the exam accommodations listed on the accommodation letter, and the student is comfortable with the arrangement, you are allowed to proctor exams. Please note that it is important to provide the entire extended exam time allotted. Please notify Disability Services if you plan to proctor your tests.

**Q: A student told me that he received extra time on exams in high school, and is therefore requesting extra time on my exams. Should I provide this accommodation?**

A: Ask the student to provide you with an accommodations letter from Disability Services. If the student cannot and you have not received a letter via email, they should be referred to Disability Services. Accommodations should not be extended to students not registered with Disability Services.

**Q: Am I required to lower standards of an assignment because a student has a disability?**

A: No. Standards should be the same for all students. However, students with disabilities may need to demonstrate knowledge and coursework differently from their peers. For example, a student with a learning disability may produce an essay exam by using a computer or scribe rather than writing by hand. The quality of work should be weighted the same.

**Q: I received an accommodation letter later in the semester. Do I have to provide an accommodation for someone this late?**

A: Yes. There could be numerous reasons why a student made a late request. They are legally permitted to make requests any time during the academic year. Accommodations are not retroactive.

Please note that you might receive a letter of approved accommodations for a student that chooses not to use their accommodations, or they may choose not to use their accommodations until later in the semester.

### **The Disability Services Office Mission:**

To ensure that students with disabilities are provided an equal opportunity to fully access, participate in, and excel in every aspect of their education while at Peru State College.

### **The Disability Services Office provides support for students with the following types of disabilities:**

- physical
- learning
- mental
- emotional
- temporary

### **Commonly requested accommodations:**

- extended time on tests
- quiet location to test
- test reader
- scribe
- notetaking assistance
- PDF format textbooks
- permission to record lectures
- extended time on assignments

## **Questions?**

### **Need additional information?**

**Please contact Disability Services**

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