

DSPS as a Resource (including suggested accommodations statement)

The DSPS staff has access to a tremendous amount of information regarding disability access in higher education. Citrus College is an institutional member of the Association on Higher Education and Disability (AHEAD) and the California Association of Post Secondary Education and Disability (CAPED). As a result of these memberships, our college has excellent access to workshops, materials, journals and up-to-date legal information regarding disability. Please use the DSPS Office as your resource for information regarding accommodating students.

Recommendation #1

A simple statement on your syllabus such as the one below will make all the difference for a student with a disability who reviews your course syllabus for the first time. It tells the student that it is “O.K.” to approach you to discuss his/her educational limitations and what accommodations will assist him/her in meeting the requirements of the class. The student will possibly inform you of an affiliation with DSPS, or this may be the perfect opportunity for you to refer the student to DSPS if he/she is not aware of the programs and services available.

You may include the following in your syllabus:

“If you have a disability documented by a physician or other appropriate professional and wish to discuss academic accommodations, please contact the DSPS office at (626) 914-8675. Please discuss your accommodations with me during office hours or after class and be sure to allow at least one week to arrange appropriate classroom or testing accommodations.”

Recommendation #2

Occasionally you will notice a student struggling in your class who could benefit from DSPS. In this case, it may be appropriate to make a referral. It is extremely important to address your concerns with the student directly and in private. Do not discuss your concerns in front of the class or when classmates can overhear. Point out that you have noticed the student has been having difficulty in some academic area and encourage the student to seek out support services on campus, such as tutoring and DSPS, to see if they are eligible.

Recommendation #3

Another important issue related to access with printed information is that your handouts, including syllabus, may need to be made available in a timely manner in an alternative format such as large print, Braille, cassette tape or floppy disk. All multimedia presentations (videos, DVD, PowerPoint) used in the classroom must be available in an alternate format, i.e. closed captioned, text only, etc. The DSPS Office can assist you in facilitating this accommodation as quickly as possible.

Example:

“With the appropriate documentation all class materials can be provided in alternate formats, such as large print, audiotape, Braille, or a computer file. Requests can be made by calling the Disabled Students Programs and Services Department at (626) 914-8675.”