

# Irvine Valley College

## Disabled Students Program & Services (DSPS)

Room SC-171

[ivcdsps@ivc.edu](mailto:ivcdsps@ivc.edu)

949.451.5630

949.451.5785 TDD

### **FACULTY & STAFF QUICK TIPS**

The DSPS office accommodates students with learning, physical, psychological, or other types of disabilities or limitations (including temporary disabilities), enabling them to participate fully in the educational programs at Irvine Valley College. Students are provided access to specific equipment, counseling, test proctoring, and other appropriate services. All students must provide DSPS with documentation verifying his/her disability.

- Please use the DSPS office as your resource for information regarding accommodating students with disabilities.
- Occasionally you will notice a student struggling in your class who could benefit from DSPS. In this case, it may be appropriate for you to make a referral. It is important to address your concerns with the student directly and **in private**. Point out 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 DSPS. Our office can then assist your student by determining program eligibility and appropriate classroom related services.
- A simple statement regarding students with disabilities on your syllabus is very helpful.  
*Example: If you have a documented disability and need assistance and/or academic accommodations, please contact the DSPS office at 949.451.5630 or visit them in Room SC-171. Please discuss your accommodations with me during office hours or after class so I may be of assistance to you.*
- All of your class materials can be provided in alternate formats such as large print, Braille, MP3, Kurzweil 3000, and closed captioning. Please contact Paul Tang, Alternate Media Specialist at 949.451.5499 for assistance.
- Students **must** inform their instructors two weeks in advance of any exam/quiz date if they require the information to be converted into an alternate electronic format such as Kurzweil 3000. This will allow time for the instructor to deliver the test/quiz to DSPS and the Alternate Media team time to scan, convert, and edit the exam/quiz into an alternate electronic format and then burn it to CD for use by the student on the date of the exam/quiz.
- Faculty **SHOULD NOT** provide students with any accommodations (like extra testing time) unless the students are active participants of the DSPS program. Doing so may put you and the institution at liability as their disability is not verified.