

### **FACULTY QUICK TIPS**

The DSPS Department, located at SSC 171, provides academic adjustments, auxiliary aids and support services to students with a disability enabling them to fully participate and benefit from an equitable college experience.

- DSPS is your resource for information and support to accommodate students with disabilities. You will find many [Faculty & Staff Resources](#) on our [DSPS](#) webpage.
- If you notice a student struggling in your class who could benefit from DSPS, 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 DSPS. 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. Examples can be found on our webpage.
- Remember that multimedia materials are required to be accessible; specifically, all materials must be captioned prior to being shown even if a student does not request an accommodation. To request captioning, simply fill out a [Captioning Service Request](#) with the information and your caption file will be returned to you as quickly as possible. For more information, please email Tim Van Norman at [tvannorman@ivc.edu](mailto:tvannorman@ivc.edu)
- Students are required to submit their test proctoring requests at least 1 week in advance for any test/quiz that will be proctored in the DSPS Testing Center (DTC1). If we do not receive your exam or guidelines prior to the scheduled exam date, we will not be able to proctor the test. Please note that if the exam needs to be provided in an alternate format, we must receive it at least 2 business days prior to the exam date. For online exams housed in Canvas or Proctorio, please refer to our [Remote Test Proctoring Instructions](#) for directions on changing settings to allow for accommodations (i.e., extended time, reading tools).
- Students can request the accommodation of Notetaking which may be provided via Otter.ai (automated transcription) or a volunteer note taker. If Otter.ai is used, your lectures will be recorded and students will sign a contract agreeing to not share said notes. If a note taker is used, DSPS will generate an email to your class requesting a volunteer note taker and will coordinate the services between the volunteer and DSPS student.
- When a student requests an accommodation, please ask to see their Accommodations Form and confirm that the accommodation has been approved for the current academic year. Remember that a student's diagnosis of a disability is confidential information.
- If a student requests an accommodation, but states that they do not want to apply for DSPS services, you are still required to provide the requested accommodation(s). The student must submit the [504 Accommodation Request Form](#) and they will be contacted by the ADA/504 Coordinator or designee.