

## Frequently Asked Questions: Disability Services at PBA

### **Who is responsible for determining appropriate accommodations for students with disabilities?**

The Office for Academic & Accessibility Resources (OAAR,) is the office that determines reasonable and appropriate accommodations. OAAR bases decisions on documentation received from a student with a disability (SWD) and the student's personal testimony about specific needs and limitations.

### **A student has asked for accommodations. How do I know the student truly has a disability and needs accommodations?**

You may ask the student to provide you with a copy of the access or accommodations plan provided by OAAR. Students with disabilities who are approved to receive accommodations, are instructed to provide each of their professors with a copy during the first week of classes.

### **A student with a disability has requested to take an exam in the testing center. How do I know that my exam will be safe, and that the student will not be given an unfair advantage?**

To maintain the academic integrity of our examination policy and institution, OAAR has developed a secure procedure for receiving, proctoring, and returning exams. All exams are monitored with the additional assistance of surveillance cameras.

### **Students with disabilities have asked me to fill out proctor forms. I have a million things to do. I don't mind if they use exam accommodations, but do I have to fill out that form?**

Yes. To assist OAAR in effectively proctoring your scheduled exams, we ask that you complete Part B of the test proctoring form and return it to OAAR. More importantly, this process also enables us to administer the exams using your specific instructions. You should only have to fill out one form per semester.

### **A student in my class asked me for assistance getting notes. After I have made these arrangements, the student has missed most of the lectures. Should the student be getting these notes?**

If a student with a disability regularly skips class, then he or she has no right to get notes on the days skipped. The note taker should be informed of this. If the student has a legitimate excuse for the absence, (i.e. illness, death in the family) handle the situation as you would with all other students.

### **I have a student who is having difficulties in my class. I think he may have a disability. What should I do to help?**

Speak privately with the student to discuss your observations. The student may reveal that he/she has a disability. If this is the case and the student is not registered with OAAR, suggest that the student contacts OAAR at 561-803-2061 or send an email to [academic\\_support@pba.edu](mailto:academic_support@pba.edu).

### **Am I required to lower the standards of a required assignment because the student has a disability?**

No. Standards should be the same for all students. However, some students with disabilities may exhibit their knowledge, production, and other course expectations differently than their peers. For example, a student with a learning disability in writing may produce an essay exam by using a computer or scribe rather than writing out an answer without the use of accommodations. The quality of the work should be the same.

**I have a female student with a disability who is behind in her schoolwork. This student has missed a number of classes and has not handed in several assignments. Although she has taken a midterm and used accommodations, she received a D for the midterm. At this point, the student is not passing the class. Do I have a right to fail a student with a disability?**

The student with a disability has the same right to succeed and the same opportunity to fail as anyone else. Their work should be equivalent to their peers. If this is occurring, discuss your observations with that student just as you would with anyone else in your class who is experiencing a difficulty.

**I have a student who is blind in my chemistry lab. How is he going to participate and be graded in his lab work?**

If possible, assist the student in getting a lab partner or assign a student assistant to work with the student with a disability. In either situation, the student who is blind should direct the assistant to carry out the functions of the lab assignment. The speed in making these arrangements is critical so that the student will not fall behind. In most situations, students have made arrangements for a lab assistant prior to classes starting.

**Do I have any recourse if I disagree about OAAR's approved accommodations?**

To clarify any disagreement about approved accommodations, first contact [academic\\_support@pba.edu](mailto:academic_support@pba.edu) or call 561-803-2061 and speak to the director of OAAR. When in doubt, call the office to discuss your concerns. You're welcome to help determine how to best accommodate a student, but the final decision rests with OAAR.

**We are making a decision about accepting a student with a disability into our professional degree program. I am concerned about the cost of providing accommodations, the extra time this student will require, etc. Are we required to accept this person?**

Students with disabilities need to meet the same requirements as all other students when considering acceptance in a program. If a student with a disability has met those qualifiers and is otherwise qualified, then any disability-related concerns cannot be taken into consideration. This is considered discriminatory and against the law.

**A student came to me in the sixth week of the semester requesting accommodations. I feel this is too late to ask for accommodations. I even made an announcement on the first day of class to meet with me about these arrangements. Do I have to provide accommodations for someone this late?**

Yes. There could be numerous reasons why a student makes a late request. Perhaps he or she could not get documentation of his or her disability any earlier and, therefore, could not initiate accommodations earlier. Some students try to take a class without accommodations but find that they aren't doing well and need accommodations. Whatever the reason, students may make requests for accommodations any time during the semester. **Accommodations are not retroactive.**

For all questions, please email: [Academic\\_Support@pba.edu](mailto:Academic_Support@pba.edu)