

## FACULTY QUICK TIPS

The DSPS department 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.

- The DSPS office is your resource for information and support to accommodate students with disabilities. There is additional information available under Faculty and Staff Resources on the DSPS webpage <http://students.ivc.edu/dsps/Pages/faculty.aspx>
- 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.
  - Example: *If you have a documented disability and require academic accommodations, please contact the Disabled Students Programs and Services (DSPS) office at 949.451.5630, [ivcdsps@ivc.edu](mailto:ivcdsps@ivc.edu) or visit them in SSC-171. Please discuss your accommodations with me during office hours or after class so I may be of assistance to you.*
- Remember that multimedia materials are required to be accessible, specifically that all materials must be captioned prior to being shown, even if a student does not request an accommodation. If you require assistance with any of your class materials in alternate media formatting, please submit your request to [ivcaltmedia@ivc.edu](mailto:ivcaltmedia@ivc.edu)
- Students are required to submit their test proctoring request at least 1 week in advance for any exam/quiz that will be proctored in the DSPS Testing Center (DTC1).
- If we do not receive your exam or guidelines prior to the time scheduled, we will not be able to proctor the test for you. Please note that if it needs to be provided in an alternate format, we require receipt of your exam at least 2 business days before the scheduled date of the exam.
- When a student requests an accommodation, please ask to see their Accommodations Form (Do not make a copy) and confirm that the accommodation has been approved during the current academic year. Remember that a student's diagnosis of a disability is considered 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 present appropriate documentation stating a disability, signed by an appropriate professional to the ADA/504 Officer. Please contact the Office of the Vice President, ADA/504 Officer, to assist you with verifying the documentation and the appropriate accommodation(s) the student is eligible to receive.