# <u>Office of Accessibility Resources</u>

MOHAWK VALLEY COMMUNITY COLLEGE
UTICA AND ROME, NEW YORK

**MEMORANDUM**                                                    **Fall 2023**

TO:              Faculty

From:           Tamara Mariotti, Coordinator of Accessibility Resources

RE:             Identifying Students with Disabilities

**<span style="color:red">We have updated the disability announcement and ask that you please replace all statements on your course syllabi with the latest version below</span>.** For your ease, and the ease of our students, we have incorporated links. When having classes either by Zoom, or another online option, hybrid, or in person, our office is here to assist you. We also ask that you make this or a similar announcement to each of your classes at the beginning of the semester. This enables us to assess the disability-related needs of these students and take whatever steps are necessary to ensure that those needs are met. **Please consider showing [this video](#) to your class to help students understand how to register with the OAR office.**

> I would appreciate hearing from anyone in the class who has any type of disability (e.g., physical, learning, mental health, ADHD, autism, vision, hearing, chronic health, or any temporary situation such as a broken wrist, etc.) which may require some accommodation. Please email me or contact me during my office hours so that we can discuss your needs. Before services can begin, you must also contact the [Office of Accessibility Resources](#), through this [link](#) on the MVCC website; email them at [oar@mvcc.edu](mailto:oar@mvcc.edu) or call them at 315-792-5644 and leave a message. Office of Accessibility Resources (OAR) Staff members will review your documentation, determine your eligibility for accommodations, and decide what those accommodations will be. In this COVID situation, if you are diagnosed with COVID and need accommodations during the course, this office can support you as well.

Faculty, please note the MVCC video compliance procedure:
https://www.mvcc.edu/accessibility-resources/docx/MVCCVideoComplianceProcedure1-12-12.docx **Captioning is required when a student has self-identified as being hearing impaired through the Office of Accessibility Resources. Our office is here to assist you to coordinate captioning needs. Please review the online instructor accessibility and other tools [here](#).**

In most instances, accommodations can easily be made. You may want to discuss with Office of Accessibility Resources staff directly regarding those students with more complex needs. We will be happy to work with you to make whatever arrangements are necessary. The next page provides you with suggestions to consider during this time. **Thank you.**

# Accessibility Related Suggestions for ONLINE teaching.

1. When online, devise a system whereby students must acknowledge/confirm that they read and understood the accessibility statements and/or your complete syllabi.

2. When students self-identify, without an accommodation plan, respond to them via e-mail with a cc to the Office of Accessibility Resources (oar@mvcc.edu ), saying that you are happy to accommodate students with disabilities once you receive information from the Office of Accessibility Resources that verifies the disability and states their accommodation needs.

3. The Office of Accessibility Resources will acknowledge your e-mail (using "reply all"), and then communicate separately with students, discussing specifics about the disability, requesting and reviewing documentation, and considering the appropriate accommodations. Updates regarding the status of this process will be sent to the professor as necessary.

4. Office of Accessibility Resources will e-mail Accommodation Plan to the student to provide to the professor. Any additional information or explanations will accompany the form if OAR is released to send the accommodation plan directly to you. If you do not receive an accommodation plan from the office and have questions, you may contact us for more information.

5. The Office of Accessibility Resources representative will advise the professor and student regarding how much additional time should be given in the Accommodation plan. When extended time testing is the appropriate accommodation, there is a system in Blackboard for instructors to use to provide "exceptions" for students who have extended time on online tests. You can add the appropriate extended time for all tests for each student by reviewing the accommodation plans received. Contact OAR for further instructions if needed.

6. Tests that are taken on-campus will follow on-campus procedures. Any on-campus testing will be administered through the MVCC Testing Center on the Utica campus. Any questions regarding Rome classes, or specific situations, please contact OAR. The student must follow the usual office procedures and contact David Yahnke in the Testing Center at least 3 days before the test for tests during the semester and at least one week in advance for finals. He can be reached at 315-792-5458. Please email tests to placement@mvcc.edu

7. Don't accept vague statements about disabilities or accommodation needs from students ("I might need a little extra time."). Make it clear that you are more than willing to discuss and attempt to meet student needs but that you cannot do so without detailed information and specific requests for assistance or accommodations, channeled through the Office of Accessibility Resources.

8. Save copies of all written correspondence and take and keep notes on all conversations you have with students related to their disabilities.

9. Contact an Office of Accessibility Resources staff member if you have any questions or concerns.

**CONTACT INFORMATION:**

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