

Accommodations

Reasonable accommodations are determined by examining the following.

1. The barriers resulting from the interaction between the documented disability and the campus environment.
2. The possible accommodations that might remove barriers.
3. Whether or not the student has access to the course, program, service, activity, or facility without accommodations.
4. Whether or not essential elements of the course, program, service, activity, or facility are compromised by the accommodation.

Accommodations are individualized and flexible, based on the nature of the documented disability, its impact on learning, and the environment. Accommodations will continue only if they are shown to be effective in providing equal access and/or if the student receiving accommodations uses them responsibly. The student should make an appointment before the start of each semester to discuss ongoing or new accommodations.

Under the provision of the ADA regulations, students are guaranteed equal opportunity with no guarantee of specific outcomes. In addition, Kankakee Community College reserves the right to define the essential skills for its various degree programs and certificates; to refuse services to students who do not meet the standards establishing them as a person with a disability; and to refuse services to students who do not produce acceptable documentation or who do not follow procedures for accessing services.

Since accommodations are provided on an individualized base, the student must attend the accommodation intake appointment for services to be considered. This meeting may be conducted in person, via phone, or virtually based on circumstances. Students are encouraged to register early and bring their schedules with them to the Intake Meeting.

During the intake appointment, ODS staff will review accommodation requests with the students to determine appropriate accommodations. An Accommodation Determination Letter will be written outlining the details and responsibilities of approved accommodations. ODS staff will review this letter with students and ask the student to sign the letter. The student will receive a copy of this signed letter before leaving the meeting and a copy will also be emailed to the student's KCC email.

Should the meeting be held over the phone or virtually, the letter will be sent to the student's KCC email within 3-5 business days. The student will be asked to provide a written statement, from their KCC email accepting the contents of the Determination letter which will go into the student's file.

Should a student wish to make changes to their approved accommodations, they should submit a written request for the desired changes using their KCC email. The Office of Disability Services will review the disability documentation on file, its impact on learning, and the course(s)/program for which you are registered to determine if the request is reasonable. Students may be required to provide updated documentation if it is determined the disability does not support the accommodation request.

Common Academic Accommodations

Academic accommodations are determined on a case-by-case basis. It is the student's responsibility to consider their individual needs and to request the academic adjustments that will support them. It is up to ODS staff to determine if these requests are reasonable and to work with students to determine if the accommodations are effective and adjust as necessary. Below are the most requested academic adjustments; this list is not exhaustive.

- Accessible classroom/location/furniture
- Priority Registration
- Testing accommodations
- Notetakers
- Recording lecture
- Alternate format materials
- Sign language interpreting services
- Assistive technology

Priority Registration

Priority registration is available to all students registered with the Office of Disabilities Services.

Generally, priority registration occurs the week before registration opens. Students are to be aware of registration dates using their student portal or the KCC webpage.

Accommodation services are determined on a case-by-case basis and consideration is based on the student's accommodation request; does the documentation submitted support the accommodation request, and is the accommodation request reasonable based on the course objectives? While this list is not extensive it does provide basic information for the most used accommodations.

Testing Accommodations: Extended Testing Time and Test Reading

The most common testing accommodations include extended time, testing in a distraction-reduced area, test reading, interpreted tests, and the use of adaptive equipment. The need for testing accommodations is indicated in the instructor's Accommodation Letter. Students are responsible for arranging testing accommodations with their professor and/or the Testing Center. Students are **required** to contact their professors and the Testing Center at least one week before their testing date to arrange for accommodations if applicable.

- Inform the instructor one (1) week **before each exam** to request your testing accommodations.
- Unless otherwise agreed upon with your professor, all testing accommodations will take place in the Testing Center located on the second floor in Student Services, Room D218.
 - a. **Test reading accommodations are by appointment only.** Students are to contact the Testing Center immediately to set up test reading accommodations. Contact the Testing Center by calling 815-802-8530 or by emailing testingcenter@kcc.edu. For students attending the South Extension Center, the Testing Room is SE15. Call 815-802-8780 to set up testing times.

- Exams must be completed by the agreed-upon time as discussed with the instructor. Failure to do so may impact test grades.
- It is the responsibility of the student to plan accordingly and be aware of the testing center's hours of operation to ensure ample time to complete exams with extended testing time.
- Instructors are responsible for delivering tests directly to the Testing Center in Student Services.
- Students needing exams to be interpreted are required to contact the Office of Disability Services **at least** one week in advance to schedule interpreting services. Requests may not be honored with less than 72 hours' notice.

Note Takers

Only qualified students with disabilities may request note-takers through the Office of Disability Services (ODS). The ODS will do its very best to find a note taker but cannot guarantee a note taker can be secured. Should a note taker be found the student needing the accommodation agrees to the following:

1. Attend class as scheduled (students should not expect to receive notes for classes not attended)
2. Work with ODS to arrange the appropriate means of information sharing.
3. The note-taker is responsible for notetaking in class only. The note-taker agreement does not include assistance with out-of-class assignments, homework, or alternative testing arrangements.
4. Contact the ODS staff about any issues.

Recording Lecture

Students who are approved to record lectures agree to the following:

1. Recording is limited to official class meetings and student-teacher conferences.
2. The class has a right to be notified that class sessions may be recorded without the instructor identifying me as the person recording. **The instructor will maintain my confidentiality during this notification.**
3. The instructor may direct me not to record sensitive material that may be discussed in a given class session. **The instructor will maintain my confidentiality when asking me not to record.**
4. I will not make copies of recorded material.
5. I will not use the recorded material is not to be used for any purpose other than to support my academic performance and learning in the course.
6. At the end of the semester, I will erase or destroy all recordings made of the class proceedings.
7. I will not allow anyone who is not connected with this accommodation to listen to the recordings.
8. I agree to not post or share any recorded information online or on any social media site. If caught doing so, I understand I may be institutionally withdrawn from the course with a grade of F and be reported to the Dean of Student Affairs for a violation of Student Conduct as it relates to *Academic Misconduct* (XXIII.B.IV.2) and any disciplinary action as appropriate.

Books in Alternative Format

Students needing books in an alternative format should do the following:

1. Seek out the purchase or rental of an eBook, audiobook, E-Pub, or another format that will work for you. Ask the bookstore if any required materials have eBooks included. If it is available in another format, consider purchasing the alternate format instead of a printed version.
2. Check with instructors. Sometimes instructors use a publisher's website that might have the text in a pdf, format that can be used with a screen reader or enlarged.
3. Check Bookshare (bookshare.org) to see if an alternate format for your book is available. *Create an individual account with Bookshare to enable greater access to texts while at KCC and beyond.*
4. Also check out RFB&D Resources for the Blind and Dyslexic. Join [Learning Ally](#) for a free membership with proof of disability.

If you are unable to do any of the above, contact the Office of Disability Services. You will be asked to complete the Request Books in Alternative Format form (found at the end of this document). Proof of Purchase or textbooks is required, so save your receipt and submit that with your Request form. You should make your request early enough to ensure texts are available when the semester begins. NOTE: While rare, the ODS may not always be able to secure electronic copies of textbooks. In this case, alternative measures will need to be taken that delay this process.


Course Materials in Alternative Format

Students needing additional course materials in an alternative format such as exams, quizzes, handouts, etc. should notify their professors immediately and the Office of Disability Services to ensure material is converted to the needed format as soon as possible.

Please keep in mind that the production of alternate format materials can take up to **30 business days from the date the material is available for production**. Materials received less than 30 days before the start of a term will be converted and delivered as quickly as possible but are not guaranteed to be delivered by the start of classes.

The ODS makes every effort to provide the format the student prefers but we cannot guarantee that the preferred format will be available. In that case, an effective alternative will be provided.

ALLY Alternate Formats

Students should be aware that course content in Canvas is available to them in audio using the ALLY, a built-in alternative files creator. When in Canvas look for this icon,  [Alternative formats](#), which allows students to convert content into PDF, HTML, ePub, Electronic braille, or MP3 files.

Sign Language Interpreting Services

Students needing ASL interpreting services should register early for classes to ensure services are in place when the semester begins. Requests for ASL interpreting services should be made 4-6 weeks before the semester begins. Students needing interpreting services for additional campus events and meetings should contact the Office of Disability a minimum of one week in advance of the event. Requests made with less than 72 hours' notice of an event may not be fulfilled. In some cases, the Office

of Disability Services may not be able to find in-person interpreters but can set up remote interpreting. Again, all requests should be made as soon as the need is known.

Three consecutive absences, without notification, will result in interpreting services being suspended. Services may be reinstated after a meeting with the ODS coordinator. The student understands that this may cause a lapse in interpreting services.

Deaf and Hard of Hearing Services

Kankakee Community College welcomes Deaf and hard-of-hearing students. To serve you in the best possible way, we strive to work collaboratively.

Assistive Technology

The Office of Disability Services will provide assistive technology as necessary and appropriate to students to support academic success. Students should make technology requests as soon as their needs are known. Supports may include but are not limited to:

- Desks that are wheelchair accessible
- Talking calculators
- CCTVs for viewing materials at close range.
- Adaptive keyboards