



A student with a disability is taking my class. What changes or accommodations must I make?

- There are numerous kinds of disabilities, and they affect students in many different ways. Clear-cut answers about what an instructor must do will be based on an individualized assessment of each student's need. You have the resources of the Disabled Students' Program (DSPS) for help with this, and it is to your benefit (procedurally, legally, etc.) to use that help.
- DSPS will make sure that a student is indeed entitled to accommodations in your class, and perform the professional assessment of what those accommodations should be. All you have to do is refer the student to DSPS, and request the student get authorization from a DSPS professional.

How do I refer a student to DSPS?

- It helps to announce in class at the beginning of each semester and to put in your syllabus a reasonable accommodation statement. For example "If you have a verified physical, mental, or learning disability which requires any special accommodations, I am willing to make any necessary arrangements with you. Please see me at your earliest convenience."
- You may also encourage students to meet with you to discuss their learning needs. For example, you could say to a student: "I noticed that you seemed to have difficulty organizing your paper. You might consider using some of the special support services we have on campus such as the Math Tutoring Center, the Learning Skills Center, or the program for students with disabilities." It is not a good idea, however, to ask directly about a possible disability.

How do I obtain exam room and proctoring assistance?

- Students with a qualifying disability are given a proctoring request form by DSP&S staff. Instructors are asked to complete the form and return to the student promptly. (If an instructor questions the veracity of the request please contact one of the DSPS staff through dspstest@lamission.edu) . Students coordinate with instructors for dates and times to take tests/quizzes in DSPS.
- Most instructors choose to have DSPS proctor tests as we have facilities and staff to provide accommodations and monitor student compliance with academic standards. However, instructors choosing to provide accommodations themselves should consult DSPS.

What if I am concerned about, or object to, a recommendation from the DSPS office?

- If you are concerned that the recommendation is not appropriate for your particular class, please contact the signatory. The DSPS Counselors know that their recommendations can occasionally, inadvertently compromise the purposes or standards of a class, and are ready to discuss such concerns with you.
- The goal is to find a way to accommodate the student in a manner that does not fundamentally alter the essential performance standards of your class. If there is an unresolved disagreement after a good-faith effort, there is a process for pursuing the matter; see the LA Mission Faculty Handbook at <http://www.lamission.edu/dsps> Note, however, that the DSPS Counselor's recommendations need to be followed until they are overturned or modified.

How far in advance must students with disabilities inform an instructor about needed accommodations?

- Accommodations can be requested at any time during the semester. Accommodations are to be given within a reasonable time after the request. We usually request 1 week to arrange proctoring and 2 weeks to arrange sign language interpreters.

What can I do to help prevent problems related to students with disabilities in my classes?

- All Mission students must adhere to the Los Angeles Mission College Code of Conduct regardless of whether they have a disability. Infractions of this code should be directed to the vice-president of student support. If the student has been identified as a student with a disability, this information should be provided to the vice-president to facilitate collaboration with DSPS.
- DaretoCare is a fun and informative disability training program available on the DSPS website. Learn how to handle common issues with DSPS students AND GET FLEX CREDIT via the web!!! IT'S FREE!! Visit www.lamission.edu/dsps/daretocare