



**Qualifying for Services from the Disability Resource Center #509.001**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
December 2016	January 9, 2024	Disability Resource Center

**POLICY STATEMENT**

Florida International University ensures that all programs and academic courses offered are accessible to students with disabilities by providing reasonable academic accommodations to students who have a documented disability and register with the University’s Disability Resource Center. DRC’s services include but are not limited to adaptive technology, priority registration, volunteer readers/scribes, testing accommodations, and referrals to other campus resources and departments.

**SCOPE**

This policy is applicable to the entire University Community (faculty, staff, and students).

**REASON FOR POLICY**

To provide a means by which students with disabilities may request reasonable academic accommodations and services from Florida International University. Accommodations approved by the DRC will not compromise the academic integrity of the course.

While the University is committed to assisting students with disabilities to fully participate in academic programs, the University is not required to fundamentally alter any programs or activities, including academic programs of study and course requirements.

<b>DEFINITIONS</b>	
<b>TERM</b>	<b>DEFINITIONS</b>
Student	A person who is currently registered for class(es) at Florida International University in accordance with the requirements and procedures of the Office of Registration, or a prospective student who seeks information or assistance prior to being admitted or registering for classes.

Disability	DRC adopts the definition of “disability” as set forth in the Americans with Disabilities Act of 1990 as amended, USC 12101, Sec. 3(2), as being “(A) a physical or mental impairment that substantially limits one or more of the major activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment.”
Major life activities	As stated on the ADAA 2008, major life activities include, but are not limited to, performing manual tasks, seeing, hearing, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
Temporary Disability	As the Americans With Disabilities Act of 1990 and the Rehabilitation Act of 1973 only extend to persons with permanent disabilities and as it is recognized that students with certain temporary disabilities may also need appropriate assistance, DRC defines a “temporary disability” as one which, for a stated period of time, will limit one or more of a person’s major life activities. The existence of the disability and the period of time it will last must be certified by a physician’s report or other appropriate documentation. DRC will use its discretion to determine if the extent of the disability is sufficient to warrant the services requested based on the documentation received.

**ROLES AND RESPONSIBILITIES**

FIU provides access to students with disabilities by providing academic accommodations to students in any academic level and program, including graduate programs. Academic accommodations include but are not limited to adaptive technology equipment and software, priority registration, volunteer readers/scribes, testing accommodations such as extended testing time and minimal distraction testing room, American Sign Language (ASL) Interpreters, specialized trainings and workshops, and referrals to other campus resources.

In order to register to receive accommodations through the DRC, students are required to schedule a "Welcome Appointment" with an Access Consultant to review any documentation certifying the disability such as physician’s reports and psychological evaluations or documentation stating any accommodations previously received at other institutions such as Individualized Education Plan’s (IEP). Student registering for a temporary disability will also present documentation during this appointment. Students must complete a Student Information Intake Form when affiliating with the DRC indicating identification information (name, address, panther ID number) and acknowledging the DRC Consent.

While meeting with their assigned Access Consultant, the student's specific needs will be discussed as well as the types of accommodations needed, depending on the disability, documentation, program, academic level, etc. The specific accommodations and services available to a student, based on the documentation reviewed, will be established during the Welcome Appointment. The student is also advised of any additional requirements that may be necessary for their degree and informed about the process to access additional services that the DRC provides. Lastly, the student is provided with any necessary referrals to other services or departments as well as reminded that check-in meetings with their DRC Access Consultant do not by any means replace meeting with an Academic Advisor for their program.

In order to opt into the academic accommodations assigned, students must complete a Notification of Academic Adjustment Form at the beginning of every semester so that the DRC can use this information to notify their professors that they are affiliated with the DRC and discuss the implementation of their accommodations with the faculty member. Although students may register with the DRC at any time, accommodations are not retroactive, so the DRC advises students to register and activate accommodations as soon as possible.

In order to activate and receive any testing accommodations through the DRC, students must complete an Exam Proctor Form (EPF) for each class at the beginning of the semester. Faculty will need to provide specific testing information on the form such as test dates and times for the entire term, duration of exams, and materials allowed during the test. The accuracy of this information is essential so that the DRC-designated proctors can provide the exam within the faculty approved scope. If there are any changes to exam dates and times, the DRC needs to be notified by the faculty as soon as possible. Detailed information pertaining to testing accommodations can be reviewed on the DRC website.

**Fees/Charges:** No fees are charged to students to receive services and academic accommodations by the DRC. However, the student is responsible for the costs associated with securing and providing the documentation of their disability.

**Permits/Identification Required:** Any documentation stating a student's disability by an appropriate agency or professional such as a physician, optometrist, audiologist, psychologist, any other health care professional, the Division of Blind Services, or a prior educational institution among others is reviewed. Documentation must be current and complete. DRC reserves the right to request additional supporting disability-related documentation in the event the document(s) presented is insufficient to establish the existence of a disability or if the documentation fails to support the type of aids and services requested.

**Records Management:** Any Student Information Intake Forms and copies of the supporting documentation are kept in an electronic file under the student's name and panther ID.

**Exemptions:** In the event a student’s disability is readily apparent, and the need for services is immediate, DRC will not withhold services because the student has not provided current or complete documentation of the disability. The Director of DRC or the Director’s designee at his or her discretion, will coordinate services if the documentation provided is sufficient to indicate the need for services but requires supplementation or updating. This exception is only conditioned upon the student providing the required documentation within a reasonable period of time.

**Policy Violations:** In the event a student fails to comply with this policy, DRC will notify the student of the requirements necessary to bring him or her into compliance. If after appropriate notification, the student still fails to meet the requirements, DRC will cease providing services.

#### RELATED RESOURCES

Reasonable accommodations are determined on an individual basis after considering the specific disability and documentation of functional limitations in accordance with the ADA Amendments Act of 2008 (ADAAA), the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Florida Education Equity Act, and the regulations interpreting these statutes.

A description of DRC services, which gives an abbreviated information on this policy and implementing procedure, is contained in the University catalogue, DRC website, and both the student and faculty handbooks.

#### CONTACTS

Disability Resource Center  
Florida International University  
11200 S.W. Eighth Street, GC 190  
Miami, Florida 33199  
Telephone Number: (305) 348-3532

#### HISTORY

**Initial Effective Date:** December 2016

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): March 19, 2021; January 9, 2024.



**Course Substitution Requests Through Disability Resource Center  
#2509.001b**

<b>INITIAL EFFECTIVE DATE:</b>  December 2016	<b>LAST REVISION DATE:</b>  March 19, 2021	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>  Disability Resource Center
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**PROCEDURE STATEMENT**

Students who seek academic accommodations at FIU must meet with a Disability Resource Center (DRC) representative to review their history of disability-related academic accommodations, documentation supporting the presence of an ADA defined disability, and to determine what reasonable accommodations are relevant based on the supporting documentation provided, and within the context of the university’s academic and programmatic requirements. FIU recognizes that specific and individual disability related circumstances a student with a disability might be impeded from successful completion of a required course, even with reasonable and appropriate accommodations. Therefore, students can meet with the DRC to discuss if a course substitution is an option available for them.

Course substitution may be an appropriate reasonable accommodation in cases in which (1) the undergraduate student cannot successfully complete the course with reasonable accommodation because of the functional limitations imposed by his or her disability diagnosis or condition and (2) if an approved substitute course can be taken to meet the course requirements. Please note that it is not necessary to attempt a math or foreign language course prior to requesting the Course Substitution accommodation if the requisite supporting documentation of a disability is provided. Therefore, students must meet with their assigned DRC Access Consultant early in their academic career and review the options available.

The DRC provides consultation for academic units based solely on a student’s specific learning needs and the impact their disability has on specific course curriculum outcomes and measures. Ultimately, the determination of whether a Course Substitution accommodation represents a reasonable accommodation is coordinated with the academic unit so as to ensure that the integrity of the academic curriculum and program accreditation is not compromised. While the University is committed to assisting students with disabilities to fully participate in academic programs, the University is not required to fundamentally alter any programs or activities, including academic programs of study. Faculty are recognized as subject matter experts and are deemed responsible for identifying and determining the essential elements of academic degree programs.

Consideration of a course substitution is done on an individualized basis and requires the following process to be completed:

1. The Course Substitution Request is activated when a student schedules a meeting with their DRC Access Consultant. This consultation meeting should take place as early in the academic program as possible to allow enough time for review and alternative course options to be discussed and implemented prior to program completion and graduation. The student's disability documentation must be current, contain specific information that supports the request, and must be provided by an appropriate mental health professional or healthcare provider.
2. The DRC will review the following information with the student: the implementation of this accommodation, the documentation provided, and the possible implications to the chosen major and path to graduation.
3. Once the request and details of this accommodation are reviewed by the DRC's Access Consultant, the student and the DRC will collaborate with the requisite academic units to determine which courses can be substituted in lieu of the standard curriculum.
4. Upon completion of the specified substitution course(s), the student will notify their DRC Access Consultant via email so that the Course Substitution Request can be finalized.
5. Other than the time needed to complete the course(s) required for the substitution, please note that processing times for these requests may vary.
6. The DRC evaluates the qualifying disability-specific information and its' relevance for a consideration of a Course Substitution Request. However, the final decision is made by a committee comprised of at least one DRC representative, the student's academic advisor, and the Assistant Vice President of Academic and Career Success (or their designee).
7. A decision for the Course Substitution Request will be emailed to the student once reviewed by the committee. If seeking an appeal in the instance where a Course Substitution Request is denied, the student can contact their DRC Access Consultant to schedule a meeting and discuss any new supporting documentation.

**Fees/Charges:** There is no charge to students for a Course Substitution Request. However, the student is responsible for the costs associated with securing and providing the documentation of their disability.

**Permits/Identification Required:** Students must be registered with the Disability Resource Center (DRC) and be able to provide current documentation of a disability which substantiates



that the disability significantly affects his/her academic performance in the subject matter area.

**REASON FOR PROCEDURE**

To provide eligible students with disabilities a process to discuss what course substitutions are available and approved by an academic unit based on a student’s disability, supporting documentation, appropriateness of the request, and the student’s academic program of study.

**RELATED RESOURCES**

Under §504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Florida Education Equity Act, and the regulations interpreting these statutes, qualified students with disabilities are required to be given reasonable auxiliary aids and services.

A description of DRC services, which provides abbreviated information on this procedure, is contained in the University catalogue, DRC web site, and both the student and faculty handbooks.

**DEFINITIONS**

<b>TERM</b>	<b>DEFINITIONS</b>
Degree Requirements	Refers to the courses, internships, placements etc. that a student must successfully complete to receive a degree.
Reasonable Accommodations	Academic accommodations that can be provided to students with disabilities that do not fundamentally alter the requirements of a course or a program of study.
Course Substitutions	Refers to the courses that that the appropriate academic unit designates as alternate course(s) to meet the degree requirement(s).



**Admissions Appeal Review Through the Disability Resource Center  
#2509.001f**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
December 2002	March 19, 2021	Office of Undergraduate Admissions/ Disability Resource Center

**PROCEDURE STATEMENT**

The Disability Resource Center (“DRC”) will provide assistance to individuals with disabilities who seek admission to Florida International University who do not meet standard admission criteria by seeking admission through the Admission Petition and Appeal Process. In implementing this procedure, DRC shall not compromise academic or admission standards in any way.

An applicant with a disability, upon receiving a decision of ‘denial’ from the university, may submit an appeal to the Office of Undergraduate Admissions and is responsible for following all requirements thereof. The Office of Undergraduate Admissions is solely responsible for this process and any resulting admissions decisions. More information on this process can be found on the DRC and Office of Undergraduate Admissions’ website.

In order to support an applicant who wishes to have their disability considered as part of their admissions appeal, a student may submit documentation of their disability to the Disability Resource Center via email. Upon review of this documentation, the Disability Resource Center will provide the Admissions Petition and Appeal Committee with an Eligibility Memo stating the following:

- The student’s eligibility for disability services through the Disability Resource Center
- Specific accommodations that the student may be eligible to receive
  - These accommodations are based on a preliminary review of disability documentation. Official designation of accommodation is completed upon registration with the Disability Resource Center.

The Disability Resource Center will not make any official admissions recommendations as to whether prospective students may be successful at FIU and will not challenge any decisions made by the Admissions Petition and Appeal Committee.

Fees/Charges: There is no charge to students for the Admissions Appeal Review service at the DRC. However, the student is responsible for any admissions application fees and other costs



associated with enrolling at FIU. Additionally, the student is responsible for costs associated with securing and providing the documentation of their disability.

**Permits/identification Required:** The documentation of disability is required to certify the necessity of alternative admission consideration. Documentation must be issued by an appropriate professional or agency such as a physician, optometrist, audiologist, psychologist, any other health care professional, or the Division of Blind Services, etc. Documentation must be current and complete. The university reserves the right to request additional documentation of disability in the event the documentation presented is insufficient to establish the existence of a disability or if the documentation fails to support the request for a holistic review to an admissions appeal.

**Policy Violations:** Any applicant who makes false or fraudulent statements within his/her admission application or the admission process may result in disciplinary action, denial of admission, and invalidation of credits or degrees earned.

### REASON FOR PROCEDURE

To provide eligible applicants with disabilities an admissions appeal process that allows a student to appeal a “denial to admissions” by providing documentation of a disability.

### RELATED RESOURCES

Under §504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Florida Education Equity Act, and the regulations interpreting these statutes, qualified students with disabilities are required to be given reasonable auxiliary aids and services.

A description of DRC services, which provides abbreviated information on this procedure, is contained in the University catalogue, DRC web site, and both the student and faculty handbooks.

### DEFINITIONS

TERM	DEFINITIONS
Admissions Appeal	Process through which an individual who has been denied admission to the University may request a holistic review and provide additional documentation not mentioned in the initial application.
Eligibility Memo	Memo generated by the Disability Resource Center to verify disability status and outline potential academic accommodations.

**Use of Adaptive Technology Provided by the Disability Resource  
Center # 2509.001g**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
December 2016	March 19, 2021	Disability Resource Center

**PROCEDURE STATEMENT**

DRC provides reasonable accommodations to students whose disability makes it necessary for them to use adapted or assistive equipment to complete their courses. The Disability Resource Center provides a variety of accommodations such as captioning services, volunteer readers/scribes, audio notetaking software, electronic textbooks, magnification equipment (CCTV), and accessible computers with specialized screen reading, magnification and text to speech software. These are only some examples of auxiliary aids and services that support effective communication and reduce participation barriers for students with disabilities. All these accommodations have to be reviewed by the DRC and the student and only added when the disability documentation supports the need for such accommodation.

**Alternative format:** DRC assist faculty and students by providing classroom materials such as required textbooks, assigned readings and articles, in accessible formats when students are unable to read standard written material. Please note that this is only provided to student's that have been assigned alternative format as part of their academic accommodations. Due to the length of time it takes for such requests to be completed, DRC asks that students contact their professors and requests syllabi and assigned books prior to the start of the semester. If electronic textbooks are not available to be purchased, then students with this accommodation can request the accessible versions from the DRC. DRC students must complete an Electronic Textbook Request Form available through the DRC website before the start of the semester to request accessible versions of instructional print materials. Students are advised time frame for such requests may vary and can take up to several weeks. When possible, students are encouraged to use all assistive technology on their own to avoid delay in requests. This includes procuring electronic textbooks when available or using the Sensus Access self-conversion tool that is available to all faculty, staff, and FIU students through the DRC website.

**Assistive Technology Equipment:** Students may request to activate or amend their adaptive technology accommodation at any time by requesting it from a DRC Access Consultant and providing documentation in support of the request. The Access Consultant will evaluate the need for such accommodation and if appropriate for the student's disability and reasonable in its scope, the equipment/ service requested will be provided.

When an equipment is borrowed from DRC, an Equipment Loan Form must be completed by the student. This will help the DRC keep track of the students who borrow equipment, the description of the item being borrowed, and the length of time it will be used by the student. Equipment is loaned for as long as a student needs it, but not longer than a semester at a time. Loan requests will be renewed when appropriate. Students are required to return equipment borrowed from DRC at the end of each semester in the condition it was received, reasonable wear and tear exempted. Students will be charged for loss or damage to equipment.

If a student will need equipment that is not in the possession of FIU, an Access Consultant in collaboration with the DRC team will discuss the request with the student and what other alternative options can meet the student's needs. If it is determined that it is appropriate for DRC to acquire the equipment and if the acquisition of same will not cause an undue burden on DRC or the University, the equipment will be purchased or leased by DRC. If an equipment is needed by a student, it's not considered a personal preference, and if it cannot be otherwise obtained, the DRC will endeavor to provide the student with an alternate and suitable solution.

**Fees/Charges:** There is no charge to students to receive adaptive technology services or equipment at the DRC. However, if a student acquires the equipment from another source, the student will be responsible for the expense of such equipment. Additionally, the student is responsible for costs associated with securing and providing the documentation of their disability.

**Permits/identification Required:** Students requesting the use of adaptive technology/equipment must be registered with DRC and have provided documentation of the disability which justifies the need for the adaptive technology accommodation.

**Records Management:** DRC maintains records technology purchased over the years (requisitions, purchase orders, warranty information, etc.) as well as records of equipment loaned to students through the record keeping tracked by Equipment Loan Forms.

**Exemptions:** DRC will not provide services or equipment for a student's personal use. DRC will not provide equipment if its acquisition will result in an undue burden but will provide reasonable alternatives other than what is requested by the student if student's needs are still met. DRC will not support the use of equipment in an academic program, if the use of same will cause a substantial modification of the course or program.

**Procedure Violations:** Students will be held responsible for the loss or damage to equipment. Repeated abuse of equipment will result in a loss of the student's privilege to borrow or use the same. The student will be notified of such loss of privilege in writing.

### **RELATED RESOURCES**

Under the ADA Amendments Act of 2008 (ADAAA), the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Florida Education Equity Act,

and the regulations interpreting these statutes, qualified students with disabilities are required to be given reasonable auxiliary aids and services.

A description of DRC services, which provides abbreviated information on this procedure, is contained in the University catalogue, DRC web site, and both the student and faculty handbooks.

<b>DEFINITIONS</b>	
<b>TERM</b>	<b>DEFINITIONS</b>
Adaptive Technology	Is defined as special versions of already existing technologies or tools that provide enhancements or different ways of interacting with the technology to minimize barriers faced by students with disabilities
Assistive Technology Equipment	Is defined as products, equipment, and hardware that enhance learning in the academic setting for students with disabilities



**PRIORITY REGISTRATION THROUGH THE DISABILITY  
RESOURCE CENTER GROUP# 2509.001i**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
December 2016	March 19, 2021	Disability Resource Center and Office of the Registrar

**PROCEDURE STATEMENT**

Fully admitted students are assigned an appointment day and time based on their classification, number of earned credit hours and currently registered credit hours. During Official Registration Week, these students register on their appointment day and time, or any time thereafter.

In coordination with PRIORITY REGISTRATION Procedure 136.005b with oversight by the Division of Enrollment Management Services, which states that an approved group of students would be allowed to register prior to the start of registration as determined by University officials, the Disability Resource Center (DRC) offers advanced registration for students with disabilities.

This provides the opportunity for optimal course selection so as to maximize accessibility and provides the student appropriate time to arrange appropriate classroom accommodations, auxiliary aids, and services with the DRC prior to start of classes.

A University official, in this instance a DRC representative, will provide the Office of the Registrar a list of currently registered students. This will be reviewed by university officials based on the enrollment priorities of the institution and implemented by the University Registrar. If an advanced registration appointment for undergraduate students in a degree-seeking program registered with DRC is assigned, the student will be able to view the appointment date by logging into their FIU accounts.

**Fees/Charges:** There is not charge for students to receive priority registration at FIU. However, students are responsible for paying their own tuition expense and other costs associated with registration. Additionally, students are responsible for costs associated with securing and providing the documentation of their disability.

**Permits/identification Required:** Student must be currently registered with DRC in a degree-seeking program to be entitled to this service. Graduate students are not provided priority registration as an accommodation due to the cohort-based nature in graduate school.

**Records Management:** The Office of the Registrar will maintain all records of course(s) students are enrolled in.



#### REASON FOR PROCEDURE

To enable undergraduate students with disabilities to register early for courses. Early registration helps ensure that students enroll in courses during times and locations which best meet their needs.

#### RELATED RESOURCES

Under §504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Florida Education Equity Act, and the regulations interpreting these statutes, qualified students with disabilities are required to be given reasonable auxiliary aids and services.

A description of DRC services, which provides abbreviated information on this procedure, is contained in the University catalogue, DRC web site, and both the student and faculty handbooks.





**Use of Reader/Scribe/Note taker Accommodation at the Disability  
Resource Center #2509.001j**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
December 1, 2017	January 9, 2024	Disability Resource Center

**PROCEDURE STATEMENT**

The Disability Resource Center provides reasonable accommodations to students whose disability makes it necessary for them to use reader and/or scribe services in and outside of the classroom. The DRC provides a variety of accommodations to address the needs of these students such as volunteer readers/scribes during exams, access to electronic textbooks, magnification equipment (CCTV), digital recorders, and adapted computers with specialized screen reading and/or speech to text software. These are only some examples of reader and scribe services that support student learning and reduce participation barriers for students with disabilities.

**Volunteer Reader/Scribe:** At the time that they register for services, students will provide documentation to support their need for accommodations. A DRC Access Consultant will evaluate the documentation and, if it is needed based on the student's disability and supporting documentation, the student will be assigned the accommodation of reader/scribe. A volunteer reader or scribe may be any FIU student, faculty, or staff member since no prior training or experience is needed to provide this accommodation. Students are responsible for meeting with their professors at the beginning of every semester in order to review assignments and tests within the course and prepare accommodations accordingly. When facilitating the reader/scribe accommodation for a test that will be proctored by the DRC, the student must coordinate with their professor to have an Exam Proctor Form completed detailing the testing instructions as provided by the professor. It is the responsibility of the student to submit the completed Exam Proctor Form to the DRC at least two weeks prior to the exam date to allow enough time for the DRC to coordinate reader/scribe services. Once the Exam Proctor Form is submitted, the DRC will identify and schedule a student volunteer to read and/or scribe for the student during their testing appointment. To ensure test security, the volunteer should not be an individual that (1) is currently taking the same course as the accommodated student or (2) has a personal or professional relationship with the accommodated student. The DRC will review the reader and scribe task with the volunteer prior to their first time providing these services in order to further ensure test security and to teach best practices for reading and scribing during an exam. The volunteer is not permitted to deviate from what is written on the test (when reading) or what is dictated by the student (while scribing). During the assessment, the reader/scribe is not permitted to provide any assistance regarding the content of the assessment and is only authorized to read assessment

questions as written and/or write student responses as dictated by the accommodated student. If the accommodated student has any concerns about the reader/scribe services that they are receiving, the student is responsible for informing the test proctor as soon as possible in order for the matter to be properly addressed.

**Note-taker:** Another common accommodation provided to students based on disability and supporting documentation is a note-taker accommodation. The student will be assigned the accommodation supported through a notetaking software. The DRC's priority is to provide accommodations to students as promptly as possible with minimal delays, so the use of technology such as a digital recorder or a notetaking software tool is our first recommendation with this accommodation. In some instances, the DRC assists faculty and students by coordinating in-class peer note takers to take notes for students if it is appropriate for the student's disability. Each student with this accommodation is assigned a unique note-taker number. Once a student opts into their accommodations for the semester, the DRC will notify the professor of the student's accommodation and provide the student's note-taker number as well as instructions for identifying a volunteer note-taker. The professor is instructed to make an announcement in class calling for a volunteer to send a copy of their class notes to the DRC. The professor is instructed to provide the volunteer with the student's note-taker number and not to reveal the identity of the accommodated student in order to maintain confidentiality. The volunteer is responsible for scanning a copy of their class notes and emailing them to the DRC departmental email after each class date. The DRC will forward all notes received by email to the accommodated student. If a volunteer is not identified by the professor after the announcement is made, the professor will follow-up with the DRC in order to arrange for a representative to come to class to make additional announcements requesting for a volunteer note-taker. At this time, if a volunteer is not identified, the DRC will coordinate with the professor to provide the student notes through other available options such as technology available through the DRC, PowerPoint presentations, or professor's notes on the lectures.

**Adaptive technology:** Students may use adaptive software to meet their accommodation needs when assignments and tests are facilitated electronically. Students with screen reading accommodations can use software such as JAWS to navigate learning content and have text read out loud. Students with text-to-speech accommodations can use software such as Dragon to navigate their computer and dictate text. Students with notetaker accommodations will also be provided the use of adaptive technology software and equipment to rent out through the DRC to record their lectures in place of written notes. These options include a digital recorder that can be loaned out to a student for the semester or the use of a notetaking software on a phone or laptop to record and organize audio notes. The DRC will notify faculty of a student's need for adaptive technology once the student opts into their accommodations for the semester. Faculty will then review their course components and make necessary adjustments to ensure that learning content is accessible through these programs.

**Responsible parties:** It is the student's responsibility to opt into his/her accommodations every semester and inform the DRC immediately if there are any problems or concerns with their academic accommodations.

**Fees/Charges:** There is no charge to students to receive the reasonable academic accommodation provided by the DRC. However, the student is responsible for the costs associated with securing and providing the documentation of their disability.

**Permits/Identification Required:** Students must be registered with the Disability Resource Center (DRC) and be able to provide current documentation of a disability which substantiates the need for these accommodations.

### DEFINITIONS

TERM	DEFINITIONS
Reader	Defined as an individual who reads text out loud for students who have this need. This accommodation can be used for assignments or assessments.
Scribe	Defined as an individual who writes what the accommodated student is dictating. This accommodation can be used for assignments or assessments.
Note taker	Defined as an accommodation provided to students registered with the DRC that provide appropriate documentation stating how their disability requires them to have this accommodation in place. This accommodation is provided through the use of a notetaking software tool.

### RELATED RESOURCES

Under the ADA Amendments Act of 2008 (ADAAA), the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Florida Education Equity Act, and the regulations interpreting these statutes, qualified students with disabilities are required to be given reasonable auxiliary aids and services.

A description of DRC services, which provides abbreviated information on this procedure, is contained in the University catalogue, DRC web site, and both the student and faculty handbooks.