Emailing of Accommodation Plans

Starting the spring semester of 2020 all confidential accommodation plans made from the Accommodative Service Office will be emailed directly to faculty. A student cannot email you their accommodation plan.

This new method of delivering accommodation plans is happening for several reasons. The largest factor is creating a faster more efficient method for our students, the accommodative service office and the faculty. Emailing accommodation plans to faculty is a common practice used by many New York Colleges and Universities.

During the fall of 2019 I sent out an email to all department chairs requesting feedback asking if they would like accommodation plans emailed to them and many of the chairs responded yes.

Below are responses from questions/statements that came in from the fall 2019 survey.

“One faculty said they would like to see all the active accommodation plans applicable to their current students.”

- Giving the faculty accommodation plans each semester for their current students is something that the accommodative service office has always done. However, because the student currently comes in to meet with me and then it is the students’ responsibility to take the plan that they make with me to their professor- that does not always happen. The student may lose them and then has to return to my office for me to make another one or forgets to get you to sign it. Also some students will not make an appointment to come see me until the 5th week of class or later and therefore you might have a student in your class who is registered with my office but you may not get any paperwork from them for a few weeks. Another thing to keep in mind is students choose what professors they would like to give an accommodation plan to so even if you have a student who is registered with the OAS they may not feel the need to create a plan for your class and they have every right to do that.

“Since we teach multiple classes, we need the course number at least in the subject heading”

- I will be attaching the students current semester schedule with the accommodation plan.

“There needs to be a deadline for student to submit the requests”

- As mandated by Section 504 of the Rehabilitation Act and Americans with Disabilities Act students can request accommodations at any time.

“Prefer prompt requests at the start of the semester as opposed to end of the semester emails.”
• I am trying to streamline the process of student accommodation plans and getting plans to you as fast as I can. Please keep in mind many factors depend on when you get a students accommodation plan. The biggest factor is when they come in the see me. I cannot send out any accommodation plans without the students consent and signature. As mentioned in the above question students have the right to request accommodations at any time.

“ I would like to sign the paperwork to keep a paper trail”

• Feel free to print out the emailed copy that you get and review it and sign it with your student for your records. I have come to find out that about 30% of our students do not return the signed paperwork to me therefore by allowing my office to keep the original signed copy of the accommodation plan the OAS office has the documents we need for the students file. I checked with other NYS colleges and there is no mandate that a professor must sign a students accommodation form and many schools are forgoing having professors sign the accommodation plans.

“Is there a way to help ESL and bi/multilingual learner by allowing them to take the exams in your space and access a dictionary?”

• Due to the outside funding that the OAS office receives we are only allowed to provide testing services to students with documented disabilities. However, I did just purchase a site subscription to Kurzweil which is an online text to speech program that will translate English into over 100 different languages. This would allow you to upload your test to a computer and the student can highlight the word/sentences/passages and pick a language to translate the passage to. I will be creating instructional videos over the winter break and spring semester showing students and faculty how to use this program.

“I feel the most important part of this is the student checking in with me to ensure I know what their preferences are. I wouldn’t want to lose that.”

• I agree 100%. Allowing you to talk to the student and the student to talk to you is a component I do not want to lose either. That is why when the students come in to sign their form in the Student Success Center I am telling them they must see you either before or after class or go to your office hours. Students with the OAS office have always signed a “student guidelines for classroom accommodations form” and on this form will now be talking to you about their plan.