



Triton College
Center for Access and Accommodative Services

Faculty and Staff Resource Guide on Accessibility and Accommodations

The Center for Access and Accommodative Services (CAAS) provides campus accessibility and accommodations that foster the development of students' abilities, preparing them to work to their fullest potential to obtain their academic and career goals.

Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA) prohibit colleges and universities that receive federal funding from discriminating against qualified students with disabilities in educational programs and activities. A "qualified student with a disability" is a disabled student who, with or without reasonable accommodation (e.g., architectural access, communication aids/services, or modifications to policies and practices) meets the University's academic and technical standards required for admission or participation in the College's educational programs or activities. Triton College is committed to complying with Section 504, the ADA and amendments.

Classroom management guidelines do not supersede the legal obligations of Triton College. Students approved for accommodations as identified by CAAS must be provided.

Reasonable Accommodations

Reasonable accommodations are made to allow a student with a disability to have equal access to the program, course, or activity. Accommodations in higher education are typically those adjustments that allow students to demonstrate their knowledge in a way that mitigates the impact of the student's disability. An accommodation determined by CAAS is considered reasonable unless it:

- Fundamentally alters the academic requirement.
- Causes undue hardship to the college.
- Poses a direct threat to health and safety.

Fundamental alterations include anything that would alter/change the learning objectives, expectations or goals for the course and accommodations that alter the performance requirements. If a faculty believes an accommodation is unreasonable, they can contact the Center for Access and Accommodative Services at 708-456-0300, ext. 3917.

Applying for Accommodations

Students requesting accommodations need to self-identify with CAAS and provide appropriate documentation of their disability. The process of activating accommodations may take up to two weeks after submitting the required documentation. Accommodations are not retroactive, so it is important students apply and activate accommodations prior to the semester starting.

Faculty and staff, as well as students themselves can refer a student to CAAS by submitting a retention alert for “Accommodations: CAAS Referral/Classroom Support Needed” or emailing CAAS at caas@triton.edu. CAAS staff will contact the student to discuss services available through CAAS and the application process.

Memo of Introduction

CAAS Cards are no longer utilized. Students must submit a Request for Services form each semester they want to utilize their approved accommodations. Faculty are sent a memo by email detailing the approved accommodations for the student. Accommodations are not retroactively approved, so students are encouraged to submit the Request for Services form prior to the start of the semester.

For students who submit the Request for Services after the semester starts, CAAS staff will send the Memo of Introduction within 24 hours of receiving the completed request. For requests received when the office is closed, the Memo of Introduction will be sent the next business day.

Accommodative Testing

Students who choose to use their approved accommodations can have their exams proctored in the CAAS office. Students do not have access to their electronic devices or materials unless specified/authorized by the faculty. The CAAS testing room is monitored by CAAS staff with cameras.

Students must schedule all testing appointments at least 48 hours prior to the desired testing date and time. All Monday appointments must be submitted no later than 12 PM on Friday afternoon. All appointment requests submitted when the office is [closed](#) will be processed on the next business day.

Faculty are asked to submit the Faculty Testing Form at least 48 hours prior to the test due date or the date the student schedules their testing appointment. This allows CAAS staff time to ensure information is processed in time for the student testing appointment and time to contact faculty with any questions. As issues arise during exams, CAAS staff request a phone number where the faculty can be contacted during the exam's proctoring. The phone number is not shared with the student.

Students are not allowed to access the internet during exams unless their exam is hosted on Blackboard or another platform. Students who are caught accessing the internet or unapproved materials will have their exam terminated and the CAAS Director will notify the faculty immediately.

Testing Accommodations

The following is a list of commonly approved accommodations. This list is not inclusive of all testing accommodations at Triton College.

Allow use of phone for medical reasons

Due to medical conditions, a student may need to have access to their cell phone during exams. Students are to have their phone on silent and face down on their desk.

Breaks as necessary

This accommodation permits the student to exit the testing room for the break to manage specific impacts of their disability. Their timer will be paused for the break. The student may not access any course materials during the break or any electronic devices unless approved as a reasonable accommodation.

Calculator

This accommodation permits the student to use a calculator on all math and math-related exams. If students in the class are permitted to use a calculator with advanced functions, this student is permitted to use that calculator and is not limited to the basic four-function calculator. If performing basic math functions (addition, subtraction, multiplication, division) is an essential element of the course, the faculty should contact the CAAS Director regarding the student utilizing a calculator or identifying an alternative and appropriate accommodation.

Pre-approved formula sheet or note card

This accommodation permits the student to use a note card with memory prompts specific to the course they are taking. It should be limited to items such as formulas that the student may not be able to memorize due to the specific impacts of their condition. The size of the help sheet is not specified because each student's needs are unique to their disability. If the instructor believes that this accommodation would fundamentally alter an essential element of the course, they are expected to contact the CAAS Director for consultation. The instructor may also work with CAAS to determine appropriate limitations and parameters for using this accommodation.

Low distractions

This accommodation ensures that the student takes their exam, quiz, or test in an environment which typically has less distractions than the classroom setting. This is to be applied to all exams, quizzes, and tests. Students may take their exam in the CAAS testing room. This accommodation does not guarantee a distraction-free test-setting and it is not applicable to exams that do not require proctoring, such as take-home or certain online exams.

No penalty for spelling/word banks recommended

This accommodation permits the student to check the spelling of words during exams, quizzes, and tests when the correct spelling of terminology and vocabulary is a graded component. Students check the spelling of various words using a word processing document, or another acceptable method for ensuring the correct spelling of their content. It does not permit the student to check the definitions of these words. Students must have their formula sheet, note card, and word banks approved ahead of time by the faculty to use them on the exam.

No scantron

This accommodation allows the student to mark their test responses directly onto the exam instead of filling out a scantron or bubble sheet.

Noise cancelling headphones allowed

This accommodation allows a student to wear noise cancelling headphones to limit distractions during an exam or quiz. Students are not allowed to use air pods or headphones that can be connected via Bluetooth to a cell phone.

Provide all exams on paper

Students with a paper-based exam accommodation will require access to a paper exam. If the exam is taken online by the class, faculty will need to provide a paper version for the student.

Extended Time

Extended time is calculated based on the length of the time that the class is given to complete an exam. For example, if the class is given 50 minutes to complete an exam, students with time-and-a-half will have 75 minutes, and students with double-time will have 100 minutes.

CAAS staff cannot alter testing time in Blackboard. Faculty must have the extended time in place prior to the student starting the exam. Once a student starts the exam, the extended time cannot be added to Blackboard.

Tests Read Aloud

Using Kurzweil, a text-to-speech software, students can have their test read aloud. Kurzweil has features for multiple questions, and response formats including fill-in-the-blank, multiple choice, and true/false in recording responses. It will also allow students to go back to listen to the question as needed. The student will use headphones while using Kurzweil reader software during the exam. The CAAS office will provide the student with the headphones.

Typed Answers

The purpose of using a computer allows students to avoid physical fatigue or provide legible, better-organized answers to essays. Students with this accommodation can use a computer to type their responses to essay-based or short-answer portions of an exam or quiz.

Classroom or Campus Accommodations

The following is a list of commonly approved accommodations. This list is not inclusive of all classroom accommodations at Triton College.

Allow laptop use in class

Due to the nature of their disability, a student who experiences challenges taking notes by hand may request permission to use a laptop or tablet in class. This accommodation permits the student to use their personal electronic device, such as a laptop or tablet, to type lecture notes.

Allow more time for verbal responses

Students may require additional time to verbally respond to a question or statement in class. The student may need an additional 5 – 10 seconds to formulate a response. Students with this accommodation may benefit from advance notice if they are going to be called on.

Alternate text format

Students who have been determined eligible to receive this accommodation may request that print material from any course they are currently enrolled in be converted to an accessible format. This could include delivering information in PDF, Word, audio files, or Braille.

Most publishers currently have a requirement that students provide college accommodation offices with proof of purchase for each textbook that requires a conversion to an accessible

format for them to keep on file. Proof of purchase can include a sales receipt, order confirmation, or a copy of the front and back of the textbook.

Conversions of textbooks and other printed material could take up to four weeks to complete. The time frame for completion depends on several factors, which could include whether an electronic copy of the material is available from the publishers, the type of content requested, and the quality of the document scanned.

In some instances, CAAS may ask the student to provide a syllabus, so that the appropriate content is provided in a timely manner, based on the anticipated date of use in the syllabus.

Audio record lectures with phone or computer – Otter software

This accommodation allows students with disabilities to have equal access to information during class to supplement their notetaking needs. Students should be able to record lectures using Otter.ai on their laptop or cell phone. Recording lectures is an alternative option to peer notetakers. Students can determine the best placement for recording the lecture with their faculty.

Faculty may object to recording classes that include interactive, self-disclosure, personal reflection, or confidential discussion from students and presenters as part of the class curriculum. If these open discussions are not appropriate for students taking notes, then faculty should make a general announcement in class to ask all students to stop taking notes, which includes turning off the recording device.

Qualified students with disabilities who are eligible to utilize recording as an accommodation are required to review and sign the “agreement for recording lecture accommodation” form before the utilization of the service.

See also *Notetaker*.

Class relocation for safety

Classes may be relocated to ensure students with mobility aides or other disabilities can access their classroom. This could include moving a class to the first floor of a building or, if the building is connected by a walkway, the second floor of a neighboring building. The CAAS Director will contact the Department Chair and Dean regarding a class relocation request.

Excused medical absences

Excused medical absences is considered a reasonable accommodation for students with specific disabilities or chronic medical conditions. A student with this accommodation is still responsible for keeping up with homework assignments, completing tests and quizzes, communicating with faculty, and maintaining passing grades. Students must contact CAAS and the faculty prior to the start of class if they are to miss instruction.

Extended Due Dates for Assignments

Extended due dates for assignments can be regarded as a reasonable accommodation for students with disabilities that impact their ability to attend class and turn in assignments or who may become ill when an assignment is due. The accommodation does not have to be

implemented if it becomes a fundamental alteration to the course. Faculty should consult with the CAAS Director before making such a decision. Students must initiate a conversation with faculty before an assignment is due if they want a deadline extension. Students should contact the CAAS Director if they have concerns with the instructor's decision.

Interpreter

A State of Illinois certified interpreter translates from spoken English to American Sign Language for the student. When a student responds in ASL, the interpreter then voices for the student. Some students may choose to voice for themselves. It is important to work with the student to identify the optimal placement of the interpreter in the classroom as well as the best visual access to the instructor. It is helpful for the faculty to provide copies of handouts, lecture material, reading, and vocabulary lists that might help the interpreter understand and quickly follow the information presented in class. CAAS contracts with an outside agency to hire interpreters for use during class lectures, campus events, group meetings, etc. The instructor is always expected to face the class while speaking. Instructors are asked to not turn their back on the class for any reason. If it is necessary to turn their back to write on the board, instructors are asked to wait to lecture on that content until they face the class again.

Mobility Assistance

For students with disabilities that impact their mobility, CAAS will coordinate with Student Life for the Triton shuttle to transport students between the East and West campuses. Students with this accommodation must notify CAAS of their schedule prior to the start of the semester to arrange transportation. Students are given a specific time and location the Triton shuttle will meet them and transport them across campus.

Needs Assistance During Building Evacuation

During the CAAS interactive process, a student may elect to have first responders check on them during a building evacuation. First responders are provided with a list of students with this accommodation scheduled to be in that building.

Notetaker

Students with a note-taking accommodation are permitted to have access to a copy of the lecture notes or have a peer in the class take notes for them. Due to the limitations of audio transcription understanding mathematical formulas, a notetaker will be used instead. The notetaker must provide the notes to the student within 24 hours of the end of class. Notetakers are paid by CAAS with fees determined by the number of credits of the course. Notetakers are independent contractors and must be approved prior to taking notes and receiving payment.

Service Animal

A service animal is trained to do specific work or perform tasks for the benefit of a person with a disability, including, but not limited to physical, sensory, psychiatric, intellectual, or other mental disabilities. Examples of work or tasks include guiding/assisting individuals who are blind or have low vision, pulling a wheelchair, assisting an individual during a seizure, and providing physical support or assistance with balance and stability to individuals with a mobility disability. Students

requiring a service animal on campus must apply for CAAS services and register the service animal with CAAS.

An emotional support animal offers its owner a therapeutic relationship by providing comfort and emotional support to someone struggling with mental health concerns or emotional trauma, such as depression, anxiety, or post-traumatic stress disorder (PTSD). But since emotional support animals do not need to be individually trained and do not need to carry out practical tasks, they are not considered service animals.

Best Practices in Supporting Students with Disabilities

When designing a course, the following are areas to consider to ensure all students can access the course fully.

- Make sure your syllabus has the Triton College approved statement about students with disabilities and make an announcement on the first day of class
- Should a student request disability-related accommodation, please do not say “yes” or “no”, but instead refer them to CAAS. If a student presents you with disability-related documentation, please do not keep it and refer the student to CAAS.
- Faculty do not need to know a student’s diagnosis or medical information unless that student decides to personally share. Faculty will receive the Memo of Introduction via email and must implement those accommodations in your course. If you are concerned that a student may need additional support, please contact CAAS.
- Be mindful that not all students are comfortable identifying with disability or having a disability. Do not overtly identify a student as disabled or using accommodations.
- Be available to discuss accommodations with students in a confidential manner and do not share any information with others about a student with a disability.
- Read all CAAS emails in total. When questions arise, reach out as soon as possible to prevent delays in accommodating students.
- When developing or making changes to a course, please consider access in the following areas:
 - Physical location, classroom layout
 - Accessible course materials
 - Captioning on videos
 - Alternative text for images
 - Limit use of flash video
 - Accessible documents
 - Exams, assessments, and activities

Reporting an Accessibility Issue

Faculty, staff, students, and campus visitors can report accessibility issues to the CAAS Director. The CAAS Director will then notify the appropriate department of the issue.

CAAS Contact Information

Location: A-105

Phone: (708) 456-0300, Ext. 3917

FAX: (708) 456-0991

Email: caas@triton.edu

Please visit the CAAS webpage at <https://www.triton.edu/caas/> for current hours.