

Frequently Asked Questions (for students)

1. What is a reasonable accommodation?

A reasonable accommodation provides a student with a disability equal access to the opportunity to pursue a post-secondary education. It seeks to put the student on the same footing as other students without disabilities.

2. What types of adjustments are available at Delaware Tech?

Accessible Furniture: Providing classroom furniture, which is most appropriate for the student in light of their disability.

Assistive Listening Device: An amplification system designed to help the student hear better by minimizing background sounds and amplifying desired sound.

Clear View/Lip-Reading: The process of viewing the speaker's lips to facilitate communication (requires unobstructed view of the speaker).

Course Reductions which do not fundamentally alter the nature of the program: Students may elect to attend on a part-time basis. Part-time study may impact the length of time to complete program requirements and/or financial aid.

Course Substitutions will be considered so long as the modification does not fundamentally alter the nature of a program.

Early Access to Course Syllabus: Providing the student with a course syllabus prior to the beginning of the term. A student who needs class material in alternate format or who requires additional time to complete reading or writing assignments will benefit from having early access to course requirements. Early access to the course syllabus allows the accommodation process to begin early and reduces chances of delays in services.

Large Print Handouts: Enlarging written material on standard photocopier or word processor to facilitate reading for a student with various processing or sensory impairments.

Note taker/Scribe: Individual assigned to assist a student by recording class lecture notes of instructor's spoken words. The scribe may also assist student to record in-class assignments.

Priority Seating: Allowing the student to choose the class seating arrangement which is most appropriate in light of the disability.

Sign Language Interpreter(s): A person who translates spoken English into American Sign Language (ASL) and vice versa for students with significant hearing loss or deafness. A student using an Interpreter should be allowed to choose classroom seating which is most appropriate for that student's particular need. The college will provide the interpreter; it is not reasonable to expect the College will pay for an interpreter you have used before or currently use on a daily basis.

Tape Recording/Transcribing Lectures: Recording spoken material presented in the classroom using a tape recorder.

Visual Media: Using graphics or other visual methods, such as PowerPoint slides or handouts, to supplement class lecture and spoken information.

3. What is the difference between high school and post-secondary support for students with disabilities?

One of the major differences stems from the fact that a free, appropriate public education through secondary school is mandated for all students. It is a right. However, there is no right to a post-secondary education. Therefore, a college does not identify students who need support and does not pay for testing to determine the type and extent of a disability. In a college setting, a person with a disability must take responsibility for asking for assistance and for presenting documentation to determine what type of assistance is appropriate. There is a shift in emphasis, as there is for all students making the same transition, to taking responsibility for your own success or failure. What you need in a college setting may be different from the assistance you had in high school.

4. Am I required to self-disclose my disability?

Only if you wish to use the services which are available for students with disabilities. If so, you must present documentation of your disability to the ADA Campus contact on your campus in order to receive assistance. The contact information can be found [here](#). You do not have to explain anything to your instructor and the details of your disability will not be disclosed to faculty without your consent. Faculty will receive information detailing the assistance which you and the ADA Campus contact have determined that you need.

5. If I am a new student, how do I request accommodations and/or auxiliary assistance?

Refer to the [Guide to Requesting Academic Accommodations and/or Auxiliary Aids](#), [here](#). Contact the ADA Campus contact for your home campus. You may wish to do this as soon as you submit your application if you need assistance in taking the placement tests. Don't forget to bring the documentation which describes the disability when you see the ADA Campus contact.

6. When do I need to talk with the campus ADA contact in order to receive an accommodations plan?

Students seeking academic adjustments must request them at least 4 weeks prior to the start of each semester for which academic adjustments are sought. Academic adjustments requested by students who fail to follow these procedures may be denied or may not be available at the start of classes.

7. What is the time line for receiving services?

You should request services at least 4 weeks prior to the beginning of the semester.

8. Who do I contact if I have a disability?

If you wish to receive adjustments as a result of your disability, you must contact the ADA Campus contact on your campus. The contact information can be found [here](#).

9. If I feel I have been denied my rights, what do I do?

Students who are unsatisfied with the academic adjustments approved by the ADA coordinator or who otherwise feel they have been the subject of discrimination on the basis of disability shall state their concerns in writing to the appropriate Dean of Student Services. The inquiry shall be made as soon as reasonably possible after the action occurs but in no case later than 10 working days after such occurrence. The time for filing a grievance can be waived for good cause at the discretion of the Dean of Student Services.

The Dean of Student Services, or designee, shall conduct a thorough investigation of the grievance, affording all interested persons and their representatives an opportunity to submit relevant information. The Dean of Student Services shall consult with the Chief Legal Counsel, or designee, and shall issue a written response, with a description of the resolution, if any, to the grievant and other appropriate persons within 15 working days of receipt of the complaint.

The decision of the Dean of Student Services shall be final.

Nothing in this procedure prevents any individual who believes he or she may have been discriminated against from pursuing any and all legal remedies.

10. If I have an accommodation(s) plan, does that mean I will have those accommodations as long as I attend Delaware Tech?

No, you must request accommodations every semester since your needs may vary depending on the classes you are taking.

11. If I think I have a disability, will Delaware Tech pay to get me evaluated?

No. Unlike the situation in high school, post secondary institutions do NOT pay for the testing to identify or verify the existence of a disability. This is the responsibility of the student.

12. Do my parents have full access to my records?

The access which your parents have to your records generally will depend on the permission that you grant them. Access to records is governed by the Family Education and Right to Privacy Act of 1974, as amended. However, the Act contains many exceptions, such as for Directory Information, emergencies, and for parents who claim a student as a dependent on the most recently filed tax return.

13. What does extended time mean?

Extended time means that you may be given additional time to complete tests and perhaps other assignments as well. It is often one and one-half of the time limits placed on other students. However, whether additional time is helpful, and how much time it should be, is determined by discussions between you and the campus ADA contact, based on the type of course and your medical diagnosis.

14. If I had/have an IEP (Individualized Education Plan) in high school does that mean I will also receive those same accommodations and services at Delaware Tech?

No. Every academic adjustment will be decided in an interactive process between you and the campus ADA contact, taking into consideration the courses you are taking and the nature of your disability.

15. Is tutoring an accommodation?

Tutoring is not considered to be an accommodation. It is, however, a service provided by the College to students who request such assistance. Your campus ADA contact can assist you in identifying the steps you should take to obtain tutoring assistance.