

A Guide to Disability Services

In compliance with the Americans with Disabilities Act, Cincinnati Christian University offers academic accommodations to qualified students who register a physical or learning disability. Disability Services exists to ensure that CCU students receive the support that they need, and to provide them with equal access to educational materials. Any student who wishes to receive accommodations must register with Disability Services.

How does a student register for accommodations?

Any student with a disability who requires accommodations must register with the Disability Services Office, part of the Student Services department. It is the student's responsibility to initiate the request for services. The student is responsible for providing appropriate documentation prepared by a qualified professional that contains the diagnoses of disability. Medical doctors, psychiatrists, psychologists, and school psychologists are among the professionals who routinely evaluate, diagnose, and treat disabilities. Once the student collects the appropriate documentation, the student should make an appointment to register with Disability Services.

Accommodations will be determined based on the documentation of the disability. After accommodations have been established, a copy of the intake evaluation will be provided that describes the accommodations for which the student is qualified to receive. Each semester, the student must provide written authorization (typically through email) releasing a confidential letter to be sent to each of their course instructors. This letter will describe the appropriate accommodations for which the student is eligible to receive.

Disability Accommodation letters must be requested and authorized by the student each semester.

What type of disability does CCU accommodate?

Accommodations are adjustments made for students with disabilities in order to allow them to access the same educational experiences as their peers. This list is not intended to be exhaustive or restrictive.

- Hearing and speech impairment
- Learning disability and attention deficit disorders
- Mental or psychological disorders
- Mobility, coordination, traumatic brain Injury, HIV and AIDS, and other physical health disorders or impairments
- Visual impairment

What are some of CCU's basic accommodations?

1. **Testing in the Learning Center w/ optional extended testing time-** Students may choose to take quizzes and exams in the Learning Center instead of in the classroom. Test sessions can be scheduled by either the student or the professor. Ideally, testing should be scheduled via email (learning.center@ccuniversity.edu) at least 24 hours in advance. Learning Coaches may permit a test to be taken without an appointment if there is proof of professor approval and if there are no other demands on the office at that time.

2. **Extended testing time-** Extended time can be offered to students in the classroom or in the Learning Center. The amount of extended time allotted is determined by Disability Services according to the nature of the disability, and is generally at least time and a half.
3. **Recording Device in class-** Some students request to use a recording device for in-class lectures. Recording Devices or computers with recording capabilities are provided by the student.
4. **Computer in Class-** A student may request to use a computer in a class in which they would not otherwise be allowed.
5. **Standardized Professor Notes** - Standardized Professor Notes may include PowerPoint, professor notes or manuscript, or any other form of presentation used as a part of class. These notes can be provided via Canvas, email, or as a hard copy. If you do not offer standardized notes, you may assign a note taker.
6. **Assigned Note Taker-** If Standardized Professor Notes are not available, you may assign another student in your class to share their notes with the registered student. The note-taker can be a friend that the student receiving accommodations requests or another student in the class chosen by the professor. If the professor chooses a note taker, the recipient of the accommodation must remain anonymous unless they otherwise authorize their identity to be disclosed. In cases where authorization has not been given, the note taker should provide the notes to the professor, who will then provide them to the student receiving accommodation.
7. **Audio or Alternate-formatting of Books-** Audio books and alternate text formatting is offered through the Learning Center for students with visual impairments and other learning impairments.
8. **Voice Dictation/ Speech Recognition Software-** Voice Dictation software is available in the Learning Center for students with visual impairments, some learning impairments, and temporary or long term physical disability.
9. **Weekly Tutoring-** This service is offered for free to all CCU students through the Learning Center

*** Other reasonable accommodations for mental disability and physical impairment may be determined by Disability Services.*

What is a "Reasonable Accommodation?"

A Reasonable Accommodation, as defined by Title II of the Americans with Disability Act, is a modification to a policy, practice, or procedure for individuals who have a physical or mental impairment that substantially limits one or more major life activities. Below are examples of some other, less common Reasonable Accommodations that CCU offers to Students registered with Disability Services. This list is not intended to be exhaustive or restrictive.

- Active testing Proctor and/or alternate testing format (i.e. no Scantron)
- In coordination with faculty, extended absence due to physical impairment, mental disability, temporary disabling conditions (i.e. a broken arm), or medical emergency
- In coordination with faculty, assignment extension due to physical impairment, mental disability, temporary disabling conditions (i.e. a broken arm), or medical emergency
- In coordination with faculty, excused tardiness due to short- or long-term physical impairment
- Physical Support or Guide Animals (*excluding emotional support animals*)

Confidentiality Notice

All services offered through Disability Services are strictly confidential. Release of personal or disability information is at the discretion and instruction of the student. Any unauthorized review, use, disclosure, or distribution of disability documentation is prohibited. Even if a student registered under Disability Services openly discusses his/her disability, CCU staff, faculty, and/or other CCU personnel are not permitted to discuss disclosed information with others.