

Faculty Handbook

for

Students with Disabilities





















## 5. OTHER

### *5.1 Attention-Deficit/Hyperactivity Disorder (ADHD)*

The essential feature of ADHD is a persistent pattern of inattention and/or hyperactivity-impulsivity that is more frequent and severe than is typically observed in individuals at a comparable level of development. Some of the symptoms that cause impairment must have been present before seven years of age. There must be clear evidence of interference with appropriate social, academic, or occupational functioning. Students with this disorder may fail to give close attention to details or may make careless mistakes in their work. Their work is often messy and performed carelessly and without considered thought. These students often have difficulty sustaining attention in tasks and find it hard to persist with activities until completion. Moreover, many appear as if their mind is elsewhere or as if they are not listening or did not hear what has just been said. In light of the above, it is understandable that these students often fail to complete major course requirements.

#### Instructional Tips

- Read aloud material that is written on the chalkboard or overhead transparencies.
- Repeat or reword complicated directions.
- Provide clear photocopies of your notes and overhead transparencies.
- Consider alternative test designs. For example, some students with ADHD may find essay formats difficult. Some students on the other hand may have trouble with tests that require him or her to visually search and match different items.

If requested, assist the student in finding a volunteer note taker, tutor, or reader.

### *5.2 Cardiovascular and Circulatory Conditions*

Such conditions include, but are not limited to, congenital heart disease, rheumatic fever and chronic rheumatic heart disease, arteriosclerotic and degenerative heart disease, other diseases or conditions of the heart, other hypertensive diseases, varicose veins and hemorrhoids, and other conditions of the circulatory system.

Students with cardiovascular and circulatory conditions may benefit from the following accommodations: allow for missed exams to be made up, extensions on class assignments, and priority registration.

#### Instructional Tips

- Students may miss classes due to illness and, therefore, may need some consideration for modifying published dates on class assignments, exams, and projects.
- Students may need to get up and move around the classroom.

### *5.3 Blood Serum Disorders*

Typical disorders include hemophilia, sickle-cell anemia, and disorders where the cause is unknown. Students with this type of medical condition are likely to miss classes due to hospitalization or the need for bed rest.





















A student who is caught cheating will have his/her exam pulled. The exam along with a written explanation of the events that transpired will be given to the instructor.

### *9.15 Transcription Services*

Students requiring course materials in Braille or in large print should contact the 661 Office THE SEMESTER PRIOR of each semester. Materials will be provided in alternate format if they are not available from other sources (e.g., Braille Transcribers Guild, Library of Congress). Only material REQUIRED FOR a particular course in which the student is enrolled will be made available in an alternate format.

### *9.16 Tutoring Services*

Tutoring is available to all MiraCosta College students.

### *9.17 Note Taker Services*

Well in advance of each semester, the student must meet with 661 certificated staff to review their request for a note taker. The 661 Office will then assist students approved for note taking services in recruiting a note taker from the approved class. Recruited student note takers can either volunteer their services or receive a stipend. Students who volunteer will receive letters of commendation from the College's president and vice president of student services.

661 will provide each note taker with special, carbonized note taking paper that will enable the student with a print disability to be provided with clear and concise lecture notes.

In order to receive note taking services, the student receiving services is expected to attend class on a regular basis and meet with the note taker at the end of each class to secure a copy of the class notes. Students who do not want to be identified will pick up their notes directly from 661. The only exception, other than emergencies, will be in cases where a student misses class meetings due to documented disability related reasons. In such cases, 661 will require current documentation from an appropriate licensed professional to verify the legitimacy of the student's absences. Students with note takers must adhere to all policies regarding absences and tardiness per the instructor's syllabus.

### *9.18 Tape Recording of Lectures*

Per federal law, (Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990), a student with a disability may tape record an instructor's class as an authorized accommodation. As with other authorized accommodations, instructors are notified by e-mail that a student warrants this service. The student may be asked by the SAS Faculty Director or Counselor to sign a statement that requires him or her to submit the tapes of recorded lectures to the SAS Office at the conclusion of a semester for erasure.

### *9.19 Adapted Equipment*

The following items are available for student use in the academic setting: four-track / two track tape recorders and players, spellcheckers, Perkins Braille, talking calculators, assistive listening devices and a TDD (for in-office use only). With the exception of the TDD and four track recorders, these items are available on a case-by-case basis for checkout but must be returned each semester. Students who fail to return loaned equipment will have a hold placed on their records.

### *9.20 Service Animals*

According to the Americans with Disabilities Act (ADA), a service animal is defined as "any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair or fetching dropped items." If an animal meets this definition, it is considered a service animal regardless of whether or not it has been certified through a recognized training program. In compliance with the ADA, service animals must be permitted to accompany a person with a disability on campus.

A therapy animal is one that has reliable, predictable behavior, and is selected to visit with people with disabilities or people who are experiencing the frailties of aging as a therapy tool. A therapy animal may be an integral part of therapy treatment. The therapy animal does not accompany a person with a disability at all times. Thus, laws protecting service animals do not apply to therapy animals.

It is expected that the partner of a service animal will maintain strict control of the animal at all times. Service animals may be asked to leave locations on campus when the animal behaves in an unruly fashion (e.g., barking, biting, running around, bringing attention to itself). In addition, it is expected that all service animals be well groomed and kept away from public areas of the campus if they are sick. There may be certain parts of the campus where a service animal cannot be allowed because of potential risk to the animal or laboratory specimens. The SAS staff should always be consulted in advance regarding these types of issues.

The service animal must be immunized against diseases common to that type of animal and all vaccinations must be current. Service animals (depending on type) must be properly licensed and must wear a leash. The care, supervision, and cleanup of the service animal are the sole responsibility of its partner. Individuals with disabilities who physically cannot clean up after their service animal should contact the SAS Office to make other arrangements. SAS reserves the right to request a demonstration of the essential functions that the service animal is trained to provide.

When in the presence of service animals, please observe the following:

- Allow a service animal to accompany the partner at all times, except where service animals are prohibited.
- Do not pet a service animal without the permission of its partner. Do not feed a service animal.
- Do not startle a service animal.

- Do not separate a service animal from its partner.

### *9.21 Purchasing Books & Supplies*

Students in need of assistance (non-financial) in buying their text books and school supplies at the MiraCosta College Bookstore are strongly encouraged to contact customer service at (760) 757-2121 ext. 6630 to make appropriate arrangements.

### *9.22 Course Substitutions*

Please see the MiraCosta College Academic Accommodations Policy, which can be accessed from the SAS website.

### *9.23 Advisory Committee on Service to Students with Disabilities*

The purpose of the advisory committee is to assist the SAS Faculty Director in the evaluation of current campus policies and procedures relating to students with disabilities, develop plans relating to programs and services for students with disabilities, recommend priorities, and develop timelines. Meetings are held on an as needed basis and arranged by the SAS Faculty Director.

### *9.24 Grievance Policy*

Students who are denied appropriate academic accommodations by a faculty member are encouraged to meet with a SAS Counselor or the SAS Faculty Director. SAS will meet with the student's instructor to try and resolve the problem informally. If the instructor still refuses to sanction the accommodations recommended by SAS, the student may choose to follow the procedures specified by the MiraCosta College Academic Accommodations Committee. Again, the policy can be found on the SAS website.

Additionally, any student may file a grievance alleging that he or she has been discriminated against as the result of an action taken by any department or unit of the College, including SAS. Grievances can include, but are not limited to: denial of accommodation, delay and/or denial of services or auxiliary equipment, unequal treatment, program and architectural inaccessibility.

\* \* This handbook can be made available in alternate format upon request