

The Disability Resource Center (DRC) works in partnership with University of Minnesota students, instructors, staff, and guests to advance equal opportunities for learning, working, and participating in campus life. Equitable access is both essential to the University of Minnesota's pursuit of excellence and inclusion, and required by law. The University as an institution is responsible for providing access, and the DRC is the designated office to support instructors/faculty and staff in the accommodation process.

Determining, arranging and implementing disability accommodations is a partnership among students,

instructors and the DRC. Students are responsible for identifying their need for accommodation to the DRC and/or instructors or staff. Instructors or staff who discuss a pattern of barriers with students may be in a position



to refer students to the DRC. The DRC will explore disability related barriers and determine reasonable accommodations when appropriate. The nature of the accommodations will depend on the timeliness of the request.

When students have an accommodation letter, students and instructors are expected to discuss implementation of accommodations with each other and reach out to the Access Consultant who signed the accommodation letter when there are questions or concerns. The responsibilities of each partner in the process are identified in this document.

## Roles and Responsibilities: Implementing Accommodations

### Student Responsibilities

The student's role is to request accommodations from the DRC, discuss their disability impacts and barriers with the DRC, and share documentation from a provider that verifies their disability with a DRC Access Consultant. It is also the student's role to share their disability accommodation letter with their instructor. Accommodation letters can be written at any time throughout the semester. However, accommodations are not retroactive, so the time of the semester when the student initiates contact is a consideration when determining what is reasonable. Students are responsible to determine when and with whom to share accommodation letters.

Students are responsible for personal accommodations/supports or devices. Here are some examples of disability-related adjustments and supports that students may provide:

- Audio recorder for recording lecture
- Computer or similar device for note-taking
- Service animal
- Personal care attendant
- Mobility device such as wheelchair or scooter

A total of 3,736 students registered with the DRC in 2018. Students with non-apparent disabilities make up more than 84% of the students registered with the DRC.

### Instructor Responsibilities

The UMN Instructor's role is to work with the DRC Access Consultant to identify essential course components and to contact the DRC Access Consultant listed on the bottom of the student's disability accommodation letter with any questions or concerns.

At times, the instructor is responsible for implementing disability accommodations. These accommodations generally implemented by instructors are related to preparation, classroom and assessment processes. Here are some examples of disability accommodations (and inclusive design strategies) that are implemented by the instructor:

- Syllabus and reading list in advance
- Student initiates class participation
- Student allowed to request presentation order
- Discussion topics provided in advance
- Email class handouts to students in advance
- Short breaks during class
- Peer note taking—recruitment information provided by student
- Preferred seating—student selects appropriate seating location
- Rescheduling exams due to disability flare-up
- Questions or comments from other students repeated
- Instructor to verbalize all visual materials
- Copy of overheads
- Copy of PowerPoint slides before class if possible
- Regular feedback sessions to monitor progress and answer questions

## DRC Responsibilities



The DRC's role in the interactive process is to discuss disability barriers and impacts with the student, gather medical documentation, and determine reasonable access based on this information. The DRC Access Consultant may also contact instructors to clarify the essential components of courses or programs.

The DRC makes the final determination on what disability accommodations are reasonable.

Accommodations implemented by the DRC are generally those accommodations that require some in-depth disability expertise or are more efficiently provided through a central service provider. Here are some examples of accommodations that are the responsibilities of the DRC:

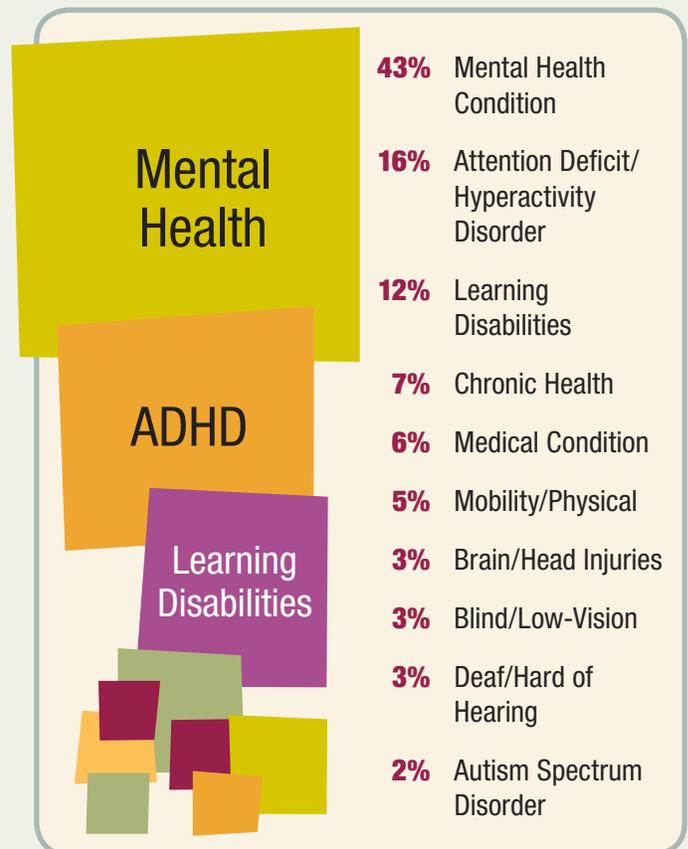
- Access assistant (lab assistant, reader, scribe, research assistant)
- Captioning (for specific student enrolled in a course)
- Sign language interpreting
- Computer accommodations
- Document conversion including Braille, text to speech, large print. Instructors are responsible for sharing reading list with student or DRC at least two weeks ahead of reading due date.
- Modified furniture and alternate lighting
- Assistive listening device
- Closed circuit television
- Assistive technology
- Classroom relocation

## Shared Responsibilities

Accommodations that could compromise course or program requirements require additional consultation between the DRC and instructors; they are a shared responsibility. For example, some students' disability conditions involve unpredictable episodes that can affect attendance, assignment completion, and exams. However, some courses require consistent attendance and timely completion due to interaction and/or cumulative work being essential components of the class. Here are some accommodations for which discussion between the DRC Access Consultants and the instructor may be warranted:

- Modified attendance requirements
- Modified assignment deadlines
- Rescheduling exams
- Captioning videos, DVDs, electronic materials and all presented materials. Contact the DRC if captioned versions of these items cannot be located.

## Primary disabilities of UMTC Students registered with the DRC 2017-2018



### FOR MORE INFORMATION, CONTACT

DRC at 612-626-1333  
(Fax) 612-626-9654  
diversity.umn.edu/disability  
email: drc@umn.edu

[z.umn.edu/interactiveprocess](http://z.umn.edu/interactiveprocess)

Disability Resource Center  
Office for **Equity and Diversity**

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