

Frequently Asked Questions

About Accessibility Services (AS)

Who is responsible for determining appropriate accommodations?

Accessibility Services (AS) is the office on campus that determines appropriate accommodations. The office bases decisions upon documentation submitted by a student with a disability, which details the student's functional limitations, and the student's clarification during intake about specific needs and limitations.

A student has asked for accommodations. How do I know the student truly has a disability and needs accommodations?

You may ask the student to provide you with a Letter of Accommodation (LOA) verifying that they have a disability. AS will make every effort to provide the student, if registered with AS, a copy of their letter within 2 business days from the time a request is made. The specifics of the disability cannot be disclosed due to confidentiality issues.

I have a student who is having difficulty in my class. I think they may have a disability. What should I do to help them?

Talk privately with the student to discuss your observations. The student may reveal that they have a disability. If so, encourage them to reach out to Accessibility Services so that we can help them register with us or provide community resources for disability diagnoses. Suggest that the student call AS at (614) 287-2570 for further information.

Can I accommodate a student who is not registered with AS?

Accessibility Services discourages instructors from providing accommodations to students not registered with our office, or accommodations other than those listed on the student's LOA. Sticking to the approved accommodations ensures the student is receiving what is appropriate and that services provided by our office are consistent. AS is not responsible for any accommodations provided unofficially by instructors.

Do accommodations apply retroactively?

No. Accommodations only apply at the point of request moving forward.

Can I require students to request accommodations at the start of the term?

No. Students are permitted to request accommodations at any time during the semester. However, CSCC must provide accommodations only at the point when a student makes a request, and it is possible to make appropriate arrangements. If a student requests accommodations so late in the semester that appropriate arrangements are not possible to make, or if a student reveals a disability after the completion of a class, CSCC is under no obligation to alter or delete unsatisfactory grades.

Am I allowed to deny a student's approved accommodations?

No. Instructors should not deny approved accommodations and should contact AS with any concerns.

Do I have any recourse if I disagree about requested accommodations?

To clarify any disagreement concerning requested accommodations, first contact AS at (614) 287-2570 to discuss your concerns with an Accessibility Services Access Advisor. If concerns are not resolved to your satisfaction, you may also discuss them with the Assistant Director.

A CCP student has given me their IEP/ETR or 504 Plan. Should I provide the accommodations recommended by their high school?

No. CCP students are required to register with AS if they wish to receive accommodations for their CSCC classes. Instructors should not provide accommodations based on a CCP student's IEP or 504 Plan. Only those accommodations listed on an LOA from Accessibility Services should be provided.

A student in my class has a service animal but it isn't listed under their accommodations. Are they required to register with AS?

No. Students do not need approval from AS to have a service dog, because they are covered directly under the ADA and other Ohio laws. Instructors may ask the student what duties the animal is trained to perform but should not ask for specifics about the student's disability. If a student with a service animal is not registered with AS, we encourage them to do so as they may require accommodations in addition to their service animal.

How do I find a student's Access Advisor (Advocate)?

Students can provide instructors with the contact information for their Access Advisors. Instructors are also welcome to contact Accessibility Services to be connected to a student's Access Advisor.

**Scan here to view our Instructor Handbook
for more information!**

