

Prescott Campus

Disability Resources • 1100 East Sheldon Street. Prescott, Arizona 86301-3297
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DISABILITY RESOURCES: WORKING TOGETHER*Instructor Guide*

Yavapai College is committed to the development of personal growth and the concept of life-long learning for qualified individuals with disabilities as mandated under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The office of Disability Resources provides educational support services to students with documented disabilities. Academic support services may include, but are not limited to, alternative testing arrangements, interpreters for the deaf, note taking assistance, and adaptive technology. Disability-related accommodations to assist students in meeting the academic standards of Yavapai College are arranged with Disability Resources staff.

Student Responsibilities: In order to receive assistance, it is the student's responsibility to self-identify to the Disability Resources office and supply disability documentation that supports the need for accommodations. When a student is registered for assistance from Disability Resources, an Instructor Notification Form (INF) will be completed for each class the student has with a list of approved "reasonable and appropriate" accommodations and given to the student to take to the instructor(s) for discussion and signature. The student is required to provide adequate notice to the college and its Disability Resources office for it to have time to provide disability-related accommodations.

Faculty Responsibilities: Faculty and staff are expected maintain admission and academic standards for Yavapai College and its programs. Additionally, it is their responsibility to identify and assist in the removal of attitudinal, architectural, and informational barriers for people with disabilities. They also are required to provide approved accommodations to students registered with Disability Resources and make referrals of non-registered students with disabilities to the Disability Resources office. Faculty and staff are not required to provide accommodations to students who have not self-identified the nature of their disability and requested accommodations through the Disability Resources office.

A KEY AND VERY IMPORTANT STEP ON FIRST DAY OF CLASS:

The one action that can be taken which will be extremely helpful for you and the students with disabilities in the classes will be to make this announcement at the beginning of the class period on the first day. It would be strongly encouraged to have this announcement inserted into your course syllabi.

"If anyone in this class has a disability, including a learning disability, please contact Disability Resources to discuss your disability with a staff member. This will be so that you can arrange your accommodations that you need for this class."

Again, please contact us for any questions or need assistance. We hope that you will have a successful experience with all of your students this semester.

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