

Colorado Heights University

DISABILITY SERVICES POLICY

Services and Facilities for Students with Disabilities

Colorado Heights University (CHU) recognizes and accepts its obligations under the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973, prohibiting discrimination on the basis of a disability and requiring the University to provide reasonable accommodations to qualified disabled students in all University programs and activities. Students have the responsibility to both self-disclose and request accommodation. Communication with faculty or other staff members does not constitute in itself fulfilling the University ADA accommodation requirements. Verification through documentation from a health care provider is required prior to accommodations being determined and fulfilled. If you need accommodation regarding a disability contact: Student Services.

CHU offers a wide variety of services to students with documented disabilities. After reviewing your documentation, a university employee will determine appropriate academic services and accommodations, depending on your functional limitations in the academic setting. A University employee will train you in accessing the accommodations for which you are eligible. You will then be responsible for requesting most accommodations in a timely manner and for following policies and procedures for accessing these accommodations. The University will make all reasonable efforts to accommodate your needs.

Disability Parking

Throughout campus there are designated parking spaces for individuals with disabilities.

Any student, faculty, or staff with temporary or permanent mobility impairment is eligible to purchase or obtain a CHU Disability Permit.

DISABILITY PARKING

Disability parking allows parking in all campus lots, in general, non-reserved disability spaces and in any non-restricted space.

PARKING SPACE MARKINGS

The hashed area directly next to the designated disability parking space is considered to be part of the disability parking space; this area allows individuals with mobility impairments to enter/exit the vehicle. (Unauthorized vehicles found parking in these areas will be cited and may be towed.)

LEARNING ACCOMMODATIONS

On a case by case basis, all reasonable efforts will be made to accommodate and meet the needs of students with disabilities. These accommodations may include but are not limited to the following:

- Distraction-reduced space
- Extended time
- Reader
- Scribe
- Assistive technology
- Taped Exam
- Braille
- Large print
- Computer
- Audio output
- Test Talker
- Raised table

Students authorized for exam accommodations have two exam options:

1. Take exams with the class.
2. Take exams with appropriate accommodations arranged by the instructor.

Note-Taking Assistance

Students who are authorized by their counselor for note taking assistance can obtain class notes in a number of ways. Discuss with your counselor the pros and cons of each method for accessing class materials. However, note taking assistance is not a substitute for attending class.

Tape recording lectures - Some students find that taping lectures is an effective technique for obtaining lecture material. Helpful tips for taping:

- Ask the Professor for permission.
- Place the tape recorder or yourself at the front of the classroom, close to the professor. This can eliminate some of the background noise and makes the tapes easier to listen to later.

Classmate Volunteer Note Taker - Many students identify another student in their class to share their notes. There are several ways to locate a volunteer note taker in your class.

- As a student, you may know or observe someone in your class who takes comprehensive class notes. Ask this person if s/he is willing to serve as note taker.

OR

- If you are unable to secure a volunteer or you feel uncomfortable approaching another student, the instructor can be of assistance in finding a volunteer. You can obtain a letter from STUDENT SERVICES requesting that the instructor assist you in locating a note taker. The instructor should make an announcement in class requesting that a student volunteer come forward, without identifying who you are. Once a volunteer has come forward, the instructor will facilitate a meeting of you and the note taker.

OR

Once you have secured the volunteer note taker, both you and the note taker decide how you will obtain the notes. Some suggestions include:

- Providing the volunteer with NCR notepads, which is carbonless paper that creates duplicates of each page of notes. These notepads can be obtained from the STUDENT SERVICES office at no cost.
- Bring the notes to STUDENT SERVICES to be photocopied for free on a regular basis.

If you have any difficulties in obtaining the notes, please contact STUDENT SERVICES.

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