



## MCCCD DRS Guidelines and Expectations Form

Welcome to Disability Resources and Services (DRS) for Maricopa Community College District! We hope you find us a valuable resource for your success! To complete your registration, please read the following guidelines and expectations carefully and acknowledge your understanding. This information is meant to be a guide, and does not replace one-on-one discussion and/or needed clarification. If you have any questions, concerns, or requests, please feel free to contact the DRS office.



- Students who register with DRS must provide appropriate and adequate documentation of their disability from a physician, psychologist, psychiatrist, or licensed evaluator. Accommodations will only be provided after those documents are submitted and reviewed. If documentation is inadequate or demonstrates that the accommodation is not warranted, it may be denied by the institution. All reasonable accommodations will be considered; however, alternative methods may be used, depending upon the student's disability and the resources each specific college has available.
- It is the student's responsibility to inform the DRS Office directly of his or her need for accommodation(s), each time he or she registers for a new course. **\*\*Please note: Some accommodations may take as long as two to four weeks in which to process, so it is important to allow a reasonable amount of time prior to the start of class.**
- DRS handles each student's request for accommodations on an individual basis, given a reasonable timeframe, and determined by DRS guidelines.
- Any accommodations, which could alter the essential elements, core competencies, or academic integrity of the course and/or program, will not be provided. This determination can only be made by the Faculty Department Chair of the specific course discipline.
- Due to Copyright Law, students receiving alternative text formats for their accommodation must first purchase any required text and/or course materials. Proof of purchase sent to the DRS Office is required. Students must not share materials, notes, and/or recordings with any other person.
- Due to the Family Educational Rights and Privacy Act (FERPA), no other individual, other than the registered student, is able to obtain or discuss issues pertaining to his or her disability, course of study, and/or records, unless A FERPA Release Form is submitted by the student. This allows an appointed individual to obtain/dispense information on his or her behalf. However, even with the FERPA form on file, the student will be required to make all pertinent decisions and sign all official documents.
- Students registered with DRS must adhere to all college policies, including, but not limited to, the Course Syllabus, College Catalog, and the Student Conduct Code, which can be found at: [http://www.maricopa.edu/publicstewardship/governance/adminregs/students/2\\_5.php#discipline](http://www.maricopa.edu/publicstewardship/governance/adminregs/students/2_5.php#discipline).
- DRS personnel are not responsible for conducting official business on behalf of the student. For instance, the student must discuss all financial aid matters directly with the Financial Aid Office; DRS does not have jurisdiction in this area. However, DRS personnel will refer the student to the appropriate department/individual when needed.

- All information pertaining to the student's disability is considered confidential. A notification is sent to the instructor(s) via email, informing them that the student is registered with DRS. Specific accommodations will be included; however, at no time will the student's disability be disclosed, unless a written request is made by the student.
  - Working with the DRS Office does not circumvent students' responsibility to communicate with their instructor. All academic issues must be discussed directly with the instructor and/or department chair of that specific discipline. Also, if accommodations are not being provided completely or correctly, it is the students' responsibility to notify DRS immediately.
  - Students are responsible to obtain any and all assistive technology for their personal computer use. Assistive technology is available at the college's Computer Labs and Testing Centers.
  - Students who register with DRS who have a print specific disability (Blind or Visually Impaired) are able to receive assistance for requesting and providing academic adjustments and auxiliary aids and services (accommodations) to ensure that the College provides blind and visually impaired students with equally effective communication of curricular materials (e.g. – textbooks, workbooks, code books, articles, compilations, presentations, videos and images or graphic materials, etc.)
1. For blind students, the DRS will meet with each blind student and each instructor in each course in which the student is registered well in advance of the beginning of each course to:
    - a. Review and discuss the course syllabus and other available information about the format(s) in which the course will be presented;
    - b. Identify all materials that will be provided to or used by students as well as written materials which will need to be converted each week of the semester; and
    - c. Confirm with the student that the format will be usable by the student's assistive technology or, if appropriate, how equally effective alternate access will be provided.

The College will offer the same opportunity for a meeting to visually impaired students as is required by the College for blind students in (1) A, B, and C. If a visually impaired student accepts an offer for a meeting, the DRS will similarly meet with the student and each course instructor in which the student is registered.

2. When a blind or visually impaired student registers for a course late or transfers into a course after the course has begun, the student will promptly notify the DRS. DRS will promptly meet with the student and the instructor in the course(s) for which the student registered or transferred late to address the topics described above.
3. The College will provide timely access to converted curricular material. If circumstances such as late registration, mid-semester transfers, the medium chosen or the volume or complexity of the material will delay conversion, the College will work with the impacted students to ensure equally effective alternate access to the course materials in the interim.

Hopefully, these guidelines and expectations have helped to clarify your concerns. Again, please let us know if you have any questions. We look forward to working with you!