The Role of Disability Support Services (DSS) in the Classroom

Under Section 504 of the Rehabilitation Act of 1973 as well as the Americans with Disabilities Act of 1990 and ADA Amendments Act, students with verified disabilities who are otherwise qualified to attend Ivy Tech Community College are protected from discrimination and are assured equal access to educational programs. Accommodation under these civil rights statues is determined on a case to case basis. Every student requesting accommodations through the Disability Support Services (DSS) office is required to provide current documentation of a disability from a licensed professional. Additional information on documentation guidelines can be obtained by calling Disability Support Services at Ivy Tech Community College. After documents are submitted, it takes approximately two weeks to determine if the student is eligible for services.

Students with a documented disability may be approved for any of the following accommodations:

• Extended Testing Time/Quiet Room
• Audio Exams
• Audio Books
• Interpreting Services
• Scribing of Exams
• Enlarged Prints/Alternative Answer Sheet
• Adaptive Software or Equipment
• Seating Considerations
• Note taking Assistance

Registration with Disability Support Services

Registration with Disability Support Services (DSS) is a separate process from applying for admission to Ivy Tech Community College. In order to be considered for accommodations with Disability Support Services, students must first submit documentation of the disability according to DSS guidelines and meet with a Disability Support Services staff member to discuss accommodation requests.

For more detailed information on the above students may review the document, “Office of Disability Support Services Student Access Resource Guide.”
Process for Requesting Accommodations

1. Schedule an appointment with the Office of Disability Support Services (DSS). It is recommended that appointments be scheduled at least 30 days in advance. For individuals requiring interpreting services 30 days advanced scheduling is recommended.

2. Complete a DSS Registration and Intake Form available from DSS.

3. Discuss eligibility under DSS guidelines and discuss the accommodation process with DSS.

4. Provide appropriate documentation of disability according to DSS guidelines. Completed documents are to be returned to DSS in a sealed envelope or sent by fax to DSS.

5. Documentation will be reviewed and eligibility determined. DSS will send an email notification to the student’s Ivy Tech email account, (e.g. ccollins18@ivytech.edu), acknowledging eligibility status. Prospective students that do not yet have an Ivy Tech email account will be notified via paper letter sent to their home address.

6. The Office of Disability Support Services will provide the student with copies of the Faculty Notification Form, when appropriate. It is the responsibility of the student to speak with their Instructor(s) privately regarding the implementation of accommodations.

7. Students are required to register with DSS each semester and complete the accommodation request process. Accommodations will not be automatically made from one semester to the next.

Contact Information:

Ivy Tech Community College
Attn: Disability Support Services
3101 South Creasy Lane
Lafayette, IN 47905
Phone: 765-269-5615
Fax: 765-269-5263
Email: lf-dss@ivytech.edu