May 18, 2023

MEMORANDUM

TO: All SBCC Faculty

FROM: Disability Services & Programs for Students

SUBJECT: **Guidance on the Provision and Implementation of Accommodation [Instructor Provided]** *Copy of Class Presentation Materials*

We are writing to remind you about SBCC's responsibility under Federal and State law to reasonably accommodate students with disabilities registered with DSPS, to ensure equal access to education. One such reasonable accommodation is (Instructor Provided) Copy of Class Presentation Materials.

What is the purpose of the (Instructor Provided) Copy of Class Presentation Materials accommodation?
- This accommodation supports notetaking for a student with disability-related limitations that experiences barriers to taking their own notes. This accommodation is intended to supplement a student's own note-taking efforts.

What constitutes Class Presentation Materials?
- Materials already created and developed by the Instructor
- Visual and written instructional content that is presented to the entire class
- May include presentation materials like PowerPoints or slides, instructor lecture notes, outlines, etc.
- Copy of these materials may be digital or hard copy based on the format of the course

What does not constitute Class Presentation Materials?
- Instructor's personal notes not shared with the class
- Instructor does not need to create original or new materials for a student

What is the process for implementing this approved accommodation?

  Step 1. Using the DSPS Student Portal, student submits letter of accommodation (with Copy of Class Presentation Materials included) to instructor for acknowledgement

  Step 2. Upon Instructor acknowledgement/approval of the letter of accommodation, student will initiate a conversation with the instructor to establish the need for the accommodation and the specific arrangements regarding deliverables

Student Responsibility:
- Student sends letter of accommodation (that includes the approved accommodation of Copy of Class Presentation Materials)

- Student initiates a conversation and/or meeting with the instructor to develop a plan to obtain such materials. More specifically, to identify what existing class presentation materials are available and how and when they will be delivered to student
- Student discusses their accommodation need with their instructor as soon as they become aware that the accommodation is necessary to support their own note-taking efforts
- Student may not use these materials for any purpose other than as a supplement to their own notes
- Student does not share or distribute the information with anyone else
- Student will not publish or quote content in order to comply with copyright laws
- Student will submit their requests as early in the semester as possible to give the instructor a reasonable amount of time to fulfill the request
- If student is not receiving lecture/presentation materials in a timely manner, after following all of the delineated steps in the procedure, the student will contact a DSPS counselor as soon as possible to resolve the issue

Instructor Responsibility:
- Instructor will acknowledge/approve the student Letter of Accommodation using the DSPS Faculty Portal
- Upon student-initiated request, Instructor will meet with the student to discuss the expectations and arrangements for the provision of copy of class presentation materials
- Instructor will facilitate the delivery of instructional materials to the student, in a timely manner

Limitations to the Accommodation:
- In general, a students must attend class to receive copy of class presentation materials unless an absence is verified and excused as a result of disability or other extenuating circumstances
- Copyright protection does not override the student's right to this accommodation
- Instructor claim of undue burden does not eliminate the need to provide this approved accommodation

What to do if there is confusion or concerns regarding this accommodation?
- Call 805-730-4164 or email dsps@sbcc.edu to request a meeting with a DSPS Counselor