FACULTY GUIDE
FOR
STUDENTS WITH
DISABILITIES

Amarillo College
P. O. Box 447
Amarillo, Texas 79178
(806) 371-5436

Brenda Wilkes, Accessibility Coordinator
ACCESSIBILITY PROGRAM

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) are the guidelines by which we provide the least restrictive educational environment for our students.

Accessibility Services is located in the Student Service Center, Room 125, Brenda Wilkes, Coordinator, (806) 371-5436, email wilkes-bj@actx.edu.

DISABILITY

“An individual with a physical or mental impairment that substantially limits one or more major life activities. A person is considered to be a person with a disability if he/she has a disability, has a record of a disability or is regarded as having a disability.” (Taken from Section 504).

RECEIPT OF SERVICES

Students must self disclose their disability. Please continue advising students of the availability of Accessibility Services by including this information on your course syllabus.

DOCUMENTATION AND SERVICES RECEIVED (BY STUDENT)

The student must provide appropriate documentation of the disability to the Accessibility Coordinator. After careful review of the documentation, the Accessibility Coordinator and the student jointly develop an Accommodations Form.

Upon determining the special accommodations afforded the student, an Accommodations Form is completed stipulating all accommodations and special testing arrangements. The student is responsible for obtaining signatures from each of his instructors.

If you as a faculty member do not agree with the accommodations or are not sure how to comply, contact Accessibility Services, 371-5436. Also, talking to the student is very helpful in determining exact needs.

REASONABLE ACCOMMODATIONS

Accommodations are unique to each student with a disability. They may include:

1) Preferential seating
2) Sign Language (ASL) interpreters
3) Note taking assistance
4) Alternative testing procedures
5) Textbooks on tape
6) Extended test time

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**SPECIAL TESTING**

Special testing services may include:

1) Alternative test site  
2) Extended test time  
3) Taped tests  
4) Answers recorded by scribe

Students must arrange an appropriate test date with the faculty member and Accessibility Services. The faculty member should send the test to the Testing Center before the test date and plan to pick up the completed test from the Testing Center. Also, please be flexible with test times, as staff has limited availability.

**GENERAL ADVISING**

Students with disabilities will generally be advised by Accessibility Services initially. They will be referred to faculty advisors as well. Any concerns in advising a student with a disability should be directed to the Accessibility Services Coordinator.

**ACCESSIBILITY AWARE**

Accessibility Aware is an Amarillo College Student Organization for students with disabilities. It offers an opportunity for students to develop leadership qualities, provide peer support, recreational activities, and educational opportunities on campus and in the community. The group meets once a month in the College Union Building. Presentations are geared toward the challenges of disabilities in all facets of life, including educational issues, daily living experiences, career possibilities and community resources.