

Student Affairs Division

1. INCLUSIVE ADAPTATIONS SERVICES

Inclusive Adaptations Services traditionally referred to as Disability services are relatively new to most campuses. Students with disabilities across the globe can feel reassured that they have more opportunities today to attend college and have access to programmes, services and activities sponsored by universities and colleges. The procedures vary from campus to campus and country to country.

PURPOSE/FUNCTIONS

- To provide direct one-to-one assistance to every student with a disability.
- Act as an advocate for people with disabilities and work to ensure that laws are followed and appropriate access is provided to all programmes, services and activities sponsored by the institution.
- To conduct informational programmes aimed at students who may not be aware of their disabilities.
- To support students with undiagnosed disabilities by referring them to appropriate medical or psychological professionals.
- To provide appropriate assistance and opportunities for students with disabilities so that they are able to compete equally with their peers in the academic environment.
- To assist students in gaining access to all programmes, services and activities sponsored by the university.
- To advise and assist students with acquiring classroom and other accommodations in order to have equal access to academic programmes and other services on campus.
- To provide a central point on campus where facility/programme access and other issues can be addressed and appropriate resources can be secured.
- To ensure that appropriate resources are available.
- To support university faculty and staff in providing accommodations for students.

- Assist the university in reviewing campus policies and procedures to ensure that the policies and procedures are compliant with local government legislation, state legislation and country specific legislation on inclusivity.
- Provide periodic reviews of facilities, programmes and services within the university to ensure that continued efforts are being made to provide a barrier-free campus.
- Act as the central liaison between university administration, and faculty.
- To assist and support students in the transition from home to university and university to work, allowing them to become independent and to develop lifelong strategies for independent management of their disabilities and lifestyle as they enter the work force.

TYPICAL ACTIVITIES

- Serving as the official institutional agency office and/or as a mediator that assists students with special need in acquiring classroom and other accommodations, as necessary.
- Working as mediator when issues of access arise.
- Working with the institution to ensure that students with disabilities have equal access to all areas, including libraries, food service, computer labs and other areas.
- Informing and making the campus community aware of the need to include people with disabilities in all programmes, services and activities (inclusivity).
- Conducting informational programmes aimed at students who may not be aware of their disabilities.
- Developing education programmes to inform faculty and administrators about what is required by state- and National disability access legislation.
- Arranging for interpreters/signers for students who are deaf.
- Arranging for note-takers, volunteers, books-on-tape and readers.
- Arranging for accommodations for test-taking (such as extended time for testing).
- Assisting students in acquiring alternative formats of classroom materials (Braille, audio textbooks and large-print text).
- Providing individual counselling and assistance to students with disabilities from matriculation through graduation.
- Acquiring the necessary funding to support the office in order to provide the appropriate classroom accommodations and facility upgrades.

- Providing leadership in assessing existing facilities and any new building development and design to determine compliance with accessibility criteria and standards set by government units and the institution.