



DRC Policy and Procedure Update

Kimberly Bell - DRC Counselor

Greg Ferrer – Director

Faculty Role, Rights and Responsibilities

Role - Instructors play a key role in the academic adjustment process

- Faculty are always welcome to facilitate any educational academic adjustment as this promotes integration rather than segregation of the student with a disability.

Rights - Faculty members have the right to:

- Set and post academic standards for all students.
- Evaluate all students based on the standards of the class and to grade accordingly.

Responsibilities - Faculty members have the responsibility to:

- Use DRC as their resource to assist them in the provision of academic adjustments in a timely, reasonable and equal manner.
- Adjust methods of delivery of content and assessment of student knowledge without fundamentally altering the nature of the course.
- Respect and maintain a student's right to confidentiality about his/her disability by not announcing or discussing the student's disability in the presence of other students or staff.

Faculty Role, Rights and Responsibilities

Contact DRC if there is a concern about any academic adjustment.

Work with all campus resources including DRC to ensure that EIT (educational instructional technology) is accessible to students who use assistive technology.

Faculty do not have the right to refuse to provide any academic adjustments, to question whether the disability exists when academic adjustments have been authorized by DRC, to inquire about the nature of the student's disability or to examine the student's documentation.

Letter to Instructor



It is the student's responsibility to request all Academic Adjustments with the DRC office.



Once requested, Faculty will receive an email with all approved Academic Adjustments for each student. This email is referred to as "Letter to Instructor."

To: **All Assigned Faculty**

From: Norco College Disability Resource Center

Regarding: **Academic Adjustments**

Student: **Jane Doe**

ID# **1234567**

The above student is receiving academic support services through the Disability Resource Center at Norco College for the **2021 Fall Term** and is currently enrolled in the following course section(s):

Class Name: ENG-1A (12345)

Class Meets: Online

The academic adjustments listed below have been approved by a DRC Counselor for use in the classroom:

Testing Adjustments (please adjust all quizzes/tests/timed assessments accordingly):

- **1.5x Extended Test Time**
- **Exam E-Text/Screen Reader**

For Use In Lecture:

- **Audio Recording/Smart Pen**
- **NCR/Copy of Notes**
- **E-Text/Screen Reader**

Here is a link to our **Academic Adjustment Glossary** which outlines faculty responsibilities: [LINK](#)

Here is a link to a step-by-step guide on **Adjusting Quiz/Test Times in Canvas**: [LINK](#)

Here is a link to our **DRC Website** with additional resources for our faculty: [LINK](#)

Best Regards,

Norco College Disability Resource Center

drc@norcollege.edu

DRC Testing Adjustments - Online

- Online Courses Administering Tests via Canvas
- Once you receive a "Letter to Instructor" from our office, you should adjust all future timed quizzes, tests, examinations, and assessments by the student's approved extended testing time.
- As the term progresses, you may receive additional "Letter to Instructor" from new DRC students with extending testing time approvals. Please adjust their testing times as soon as you receive their letter.
- Please refer to the link below for additional support on adjusting testing times in Canvas:
- <https://community.canvaslms.com/t5/Instructor-Guide/Once-I-publish-a-timed-quiz-how-can-I-give-my-students-extra/ta-p/999>

DRC Testing Adjustments - In-Person

- As a quiz/test is announced, students contact DRC office via phone or office visit to schedule their test (all tests should be scheduled 1 week in advance)
- Students would then fill out a [Test Request Form](#)
- DRC staff then emails the [Test Proctoring Instructions Form](#) to faculty member.
- Faculty member fills out the [Test Proctoring Instructions Form](#) via Microsoft Forms. Test can be uploaded securely to form or emailed to DRC@norcollege.edu.
- Student shows up for scheduled DRC testing time.
- Completed test sent to faculty in manner requested.

From: DRC, Norco <drc@norcollege.edu>

Sent: Tuesday, July 27, 2021 11:18 AM

To: Lopez, Michael <Michael.V.Lopez@norcollege.edu>; Arnhart, Katie <Katie.Arnhart@norcollege.edu>; Crawford, Leona <Leona.Crawford@norcollege.edu>; Allen, Matt <Matt.Allen@norcollege.edu>

Subject: DRC On-Campus Test Proctoring

Good Afternoon Professor,

This email is to notify you that student Jane Doe (#1234567) plans to utilize academic adjustments for ENG-1A (12345) testing. The DRC will help facilitate these test adjustments for the student in our DRC testing room (LIB101).

The student is scheduled to take a test with our office on Wednesday, 5-11-21 at 10 am in LIB101.

Please provide us with your testing instructions by submitting the [Test Proctoring Instructions Form](#). You must be logged in to your RCCD email account to complete the form. If you have any questions or concerns, please let us know.

IMPORTANT: Please understand that the DRC will not administer any exam material without instructions. Test instructions must be returned to DRC 24 hours prior to the test date. If the DRC does not receive the test, the appointment will be rescheduled convenient to the student's schedule and the DRC's normal operating hours.

Best Regards,

Norco College Disability Resource Center (DRC)

drc@norcollege.edu



QUESTIONS??

DRC Contact Info

- Kimberly Bell – DRC Counselor
 - Kimberly.Bell@norccollege.edu
- Greg Ferrer – DRC Director
 - Greg.Ferrer@norccollege.edu
- DRC Office



951-372-7070



drc@norccollege.edu



Kimberly Bell - Counselor, Michael Lopez - Specialist Aide, Matt Allen - Adaptive Technology Specialist, Leona Crawford - Disability Specialist, Greg Ferrer - Director, Katie Arnhart – Senior Interpreter.

Not pictured: Courtney Beirne - Counselor