DSPS Glossary of Common Terms

A

Accommodations

Services, supports, or modifications that allow students with disabilities to have equity or a "level playing field" in higher education. Examples of academic accommodations include use of a notetaker in a lecture class, extended time on tests, or reading materials in alternate formats. Students may also need accommodations for residence halls, policies, dining services, extracurricular activities, internships, or other campus events and activities.

Accessibility, accessible or access

When a campus says it is accessible for people with disabilities, that means it complies with legal requirements for access. Examples of this are physical accessibility of buildings, captioned movies, and online information accessible to people with screen readers. Students should ask campuses about access, because "accessible" may not mean full access – it means compliance with legal requirements. Some campuses may also pride themselves in going beyond compliance and working toward full access and an improved campus climate (see definition of "campus climate" below).

Alternate (or "alternative") format

Written material such as books, articles, or tests that are provided in electronic or other accessible format. This is often provided to allow use of assistive technology such as a screen reader.

Assistive technology

Technology that helps people with disabilities to participate in activities as independently as possible. This can include low-technology options such as timers or calculators, or more advanced technology such as computer software or communication devices.

AAP

Academic Assistance Program- Short individualized **tutoring** with DSPS staff focusing on strategies to support success in academic classes. This is not subject based tutoring for a specific academic class (Biology, English, etc)

AAP

Academic Accommodations Plan- DSPS internal confidential **document/** form which outlines functional limitations of student

condition and possible accommodations, as discussed by student and DSPS counselor.

C

CATAV.
Classroom Accommodations and Testing Verification- DSPS generated document which students use to communicate their DSPS approved accommodations with their instructors.

Closed captions
Refers to captions that are encoded in the video signal. They can be turned on or off.

Course substitutions
Modifications in a campus course distribution requirement allowing a student with a disability to fulfill the requirement using a class that is approved as alternative. This typically refers to a substitution of a campus language learning or math course as it relates to graduation or transfer requirements.

D

Disability-related programs and courses
Campus-based programs offering non-mandated DSPS services beyond what a disability resource office would typically offer and often focused on one type of disability or a specific type of support. These may be simple programs offering tutoring or academic coaching, for example, or comprehensive programs that have separate academic courses, housing options, and tuition fees on campus.

Disability-related services
Services or supports that address some potential disability-based need (e.g., wheelchair repair services, peer mentoring) but are considered above and beyond the requirements of the ADA.

E

Exacerbated Symptoms Letter- a document generated by DSPS that notifies the instructor that the student has a medical condition that is prone to exacerbations and may require student being absent more than usual/ or hospitalized. It encourages the instructor to work with the student to allow room for greater flexibility with assignment deadlines and attendance policy as outlined in the syllabus.

F

Fundamental Alteration

A change to a college course or program that is so significant that it alters the essential nature of learning outcome, class or program. (removing/ waiving acquisition of a skill that is considered essential or is directly related to the health and safety of others. Excusing or waiving requirements directly related to licensing requirements)

G

Interactive Process

A way to arrive at an appropriate academic adjustment or appropriate auxiliary aids or service through a deliberative and collaborative process of communication with the student. The ADA and Title 5 require that DSPS certificated staff engage in the 'interactive process" as part of the development of an Academic Accommodation Plan (AAP) to determine the most appropriate support(s) for the student.

N

Notetaking

An academic accommodation that supports students with disabilities who encounter barriers to taking notes in class. This accommodation may be offered in a variety of different forms depending on campus procedures and include peer notetakers, copies of an instructors notes, use of a Smart Pen, Audio recorder, Phone or another recording device etc.

O

Offline captioning

Refers to captions that are added in the postproduction process. Offline captioning allows for the most accurate captioning possible.

Open captions

Refers to captions that are part of the video image. They are always present and cannot be turned off.

P

Priority registration

A programmatic accommodation that permits students with disabilities to register for courses early in the campus registration period. This accommodation is typically available to all DSPS students unless they have below 2.0 GPA or completed more than 90 college units or have not completed all the CCSF matriculation steps.

R

Readers

An academic accommodation in which a person reads text aloud to an individual with a text-based disability, most typically a learning disability or sight impairment. This can be provided with a human reader, but is most often accommodated through the use of assistive technology that provides text to speech.

Real-time captioning

Refers to captions that are created in real-time while an event is taking place. Due to the nature of some events some captions must be produced live. This type of captioning has a higher rate of errors and should be used only when offline captioning is not possible.

Reduced course load

The reduced course load accommodation allows the student to take fewer courses in a term and still be considered a full-time student for the purposes of college-based benefit programs (FTIG, EOPS, Book Loan Program). This may not apply to benefits received from other non- college-based programs (VA, FAFSA, DOR). Students approved for this accommodation are advised to register for fewer units in order to adequately manage their class deadlines and assist with better homework time management.

S

Scribes

This academic accommodation provides a person to write student responses during tests or transfer student responses to scantron (bubble) answer sheets. Alternatively, this accommodation is sometimes addressed through speech-to-text assistive technology.

Sign language interpreters

This accommodation for communication barriers involves the provision of American Sign Language interpreters for classes, educational programs, and activities to assure students have access to the full range of educational programming.

Speech-to-text

Is an umbrella term used to describe an accommodation in which spoken communication and other auditory information are translated into text in real-time. A service provider types what is heard and the text appears on a screen for the student to read.

T

Test accommodations

These accommodations are designed to circumvent barriers in classroom, programming, or placement tests. They are approved on a case-by-case basis and often include such areas as extended time, distraction-reduced testing location, readers/scribes or alternate format.