Disability Support Program & Services (DSPS) Faculty Handbook

Imperial Valley College

Academic Year 25-26

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1. Academic Accommodation Plan (AAP)

The Academic Accommodation Plan (AAP) is created for each student registered with DSPS. It is developed through an interactive process between the student and a DSPS Counselor or certificated staff member. The AAP outlines academic adjustments, auxiliary aids, services, and instructional support necessary for equal access.

Accommodations are individualized based on documented educational limitations. Examples include extended test time, note-taking support, adaptive technology, alternative formats, and more.

Accommodation must not fundamentally alter course objectives or compromise academic standards.

Please Note: Students must request their accommodations each semester. While the AAP may remain consistent, accommodations are not automatically sent to instructors and must be renewed by the student to remain active.

2.What is Starfish Early Alert Program?

Imperial Valley College- Starfish Early Alert Program is designed to promote student success through communication between students, instructors, and counselors. This system allows students to receive feedback from their instructors regarding their academic progress and to refer them to support services available to help them be successful in their coursework. Starfish Early Alert provides a convenient way to track your students and provide just-in-time interventions based on the student's needs.

How does Starfish Early Alert work?

As faculty and staff, you can communicate with students and student support service areas on a variety of issues. Items will be tied to your course roster or relationship with the student in Starfish. Previously raised flags, referrals, and kudos can be tracked using the tracking screen to see the status or feedback on your concern.

Starfish Early Alert will send automatic emails to students and/or student service areas addressing your concern. **General Concern Flags, and DSP&S Referrals will NOT be emailed to the student.** All other flags and kudos will be emailed directly to the student, prompting the student to contact their instructor regarding the issue. The concern may then be closed once an issue has been addressed, Starfish Early Alert will send automatic emails to students and/or student service areas addressing your concern.

What is a Flag?

A flag is meant to alert students to their progress in their course/s so that they can take a more proactive approach to their learning. Starfish Early Alert sends out automatic emails

to students/or student service areas addressing the concern. The concern will then be closed once the issue has been addressed. All flags have links to IVC Services and are meant to be a connection tool for resources.

What is a Referral?

A referral allows instructors to connect students to additional support services that may be beneficial to the student.

What is Kudo?

A kudo allows instructors to provide students with positive feedback. It offers the opportunity to celebrate a student's great work and acknowledge their improvement.

3. Faculty Notifications via Starfish

DSPS uses the **Starfish platform** to notify instructors when a student has been approved for academic accommodation. These notifications are an essential part of ensuring students receive timely and appropriate support in the classroom.

What to Expect

- Faculty will receive an email from **notices@starfishsolutions.com**.
- The subject line will read: **Faculty Notification of Accommodation**.
- The email will prompt you to login to **Starfish**, where faculty can view accommodation details for each student.
- How to View Student Accommodation

How to Access Student Accommodations

Instructors may access accommodation information by:

- Clicking the link provided in the Starfish email notification, or
- Logging in through the **IVC Single Sign-On Portal** and selecting the **Starfish** tab.

Once logged in, instructors can:

- View a list of students enrolled in their courses who have approved accommodation.
- Review the specific accommodation approved for each student.

4. DSPS Accommodation in the Classroom

The Disability Support Program & Services (DSPS) at Imperial Valley College provides academic accommodation and support services for students with disabilities. Faculty plays a key role in supporting students by understanding and facilitating these accommodations.

Below is an overview of the types of services students may receive:

Testing Accommodations

- Students must meet with their DSPS counselor each semester to request testing accommodation.
- Students must complete the **Test Proctoring Appointment Form** at least **five business days** before a scheduled exam or quiz. The form is available at www.imperial.edu/dsps.
- Students should inform instructors when they plan to take an exam at DSPS.

  Facilitated by DSPS: Proctoring is arranged and monitored by DSPS staff. Faculty will be contacted only for exam submission or instructions.

Interpreting Services

- Sign language interpreters are available for students who are Deaf or hard-of-hearing.
- Students must submit their schedule to the ASL Coordinator **before the semester begins**. Interpreters may attend lectures, labs, instructor meetings, and club events.

  Facilitated by the DSPS.

Mobility Services

- Students with mobility impairments may request:
  - On-campus golf cart rides (when available)
  - Loan of wheelchairs or scooters

  Facilitated by DSPS.

Scribe

- A scribe may assist with writing or typing during lectures, tutoring, or exams.
- Must be arranged with a DSPS counselor at the beginning of the semester.
- **Facilitated by DSPS**: Staff may be assigned as scribes.

5. DSPS Technology in the Classroom

The HTC provides:

Please Note: These tools are approved accommodations and should not be prohibited

- Speech-to-text and text-to-speech programs
- Magnifiers and other adaptive technology

Alternative Media

- Students must set up alternative media services **before the start of the semester**.
- Required documents include a book receipt, course schedule, and list of required materials.
- Formats may include MP3 audio, large print, Braille, tactile graphics, and e-text.
- **Facilitated by DSPS Alternative Media Specialist**: Early submission is essential for timely delivery.

Assistive Technology

Students may access:

- Text-to-speech and speech-to-text software
- FM systems, digital recorders, magnifiers
- Smart pens, alternative keyboards, Braille devices, and audio note-taking tools
- **Facilitated by DSPS staff** during orientation or one-on-one training, as needed.

Speech-to-Text & Text-to-Speech Tools

- **OtterAI**: Real-time transcription software that converts speech into written text. Ideal for lectures, discussions, and meetings.
- **Kurzweil 3000**: Text-to-speech software that reads digital or scanned content aloud and offers study support tools.
- **Facilitated by DSPS**: Tools are set up and monitored by the DSPS Access Technology Specialist. Instructors are not required to take action.

Real-Time Captioning

- Available for students with hearing loss, auditory processing disorders, or visual impairments.
- May be delivered in person or remotely depending on provider availability.
- Students use laptops or tablets to access captions.
- **Facilitated by DSPS**: Captioning is managed and arranged by DSPS staff.

Note-Taker

- Faculty may be asked to announce the need for a volunteer in class.
- Student identities are kept confidential.
- **Facilitated by DSPS**: DSPS tracks and supports the note-taking process.

Assistive Listening Devices

- Some students may use FM systems that require instructors to wear a microphone or transmitter.
- DSPS will provide instructions and equipment as needed.
- **Facilitated by DSPS**.

Adaptive Furniture

- Students must request items such as adjustable desks or high-back chairs before each semester.
- Furniture is assigned to specific students and is DSPS property.
- If used by someone else, notify DSPS staff.
- **Facilitated by DSPS**.

Digital Recorders

- Used to record lectures in place of manual note-taking.
- Instructors may ask that recorders be paused during sensitive discussions.
- **Recorders are loaned and tracked by DSPS** and must be returned at the end of the semester.

4. Uploading a Student's Exam

Faculty will be notified when a student with accommodations requests to take an exam with DSPS.

Exams can be uploaded through:

1. The secure link in the email notification from noreply@imperial.edu

2. The DSPS website at www.imperial.edu/dsps

3. The TeamDynamix portal: DSPS > Instructor Test Upload

Include clear exam instructions in the upload form (e.g., time limit, allowed materials).

5. Inclusive Classroom Practices

Inclusive classrooms support all students by using accessible teaching methods and materials.

Best practices include:

- Providing accessible documents and captions

- Using multiple teaching methods

- Offering flexible but fair assignment options

- Encouraging supportive and respectful communication

Promoting universal design benefits students with and without disabilities.

6. Referring Students to DSPS

Refer students to DSPS if they disclose a disability, struggle due to medical or mental health concerns, or request support services.

Steps to refer:

1. Speak with the student privately and respectfully.

2. Share DSPS contact information and encourage them to apply.

3. Submit a referral via Starfish using the 'DSPS Referral' option.

DSPS is a voluntary program, and students must initiate contact themselves.

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