Addendum Student Catalog/Handbook: <u>Accessibility for Individuals with a Disability</u>

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Standard College provides accommodations for individuals with a disability in order to assure equal access to the nursing educational programs. Standard College does not discriminate against applicants or students because of gender, sexual orientation, age, ethnic background, political affiliation, or disability. Accommodations are assigned to an individual with a disability to mitigate the impact of the functional limitations caused by the disability.

Students with disabilities are asked to provide documentation of their disability to the institution before they receive disability-related accommodations or support. The nature and scope of the necessary documentation varies with the type of disability and the nature of the support/services requested. Standard College asks for documentation of disability in order to (a) establish that the student is a person with a disability, and therefore a member of the protected class, entitled to protection under the law, and (b) establish what, if any, actions (or accommodations) are required on the part of the institution in order to assure equal access for the person with a disability. The school takes a generous approach in offering protection under the law (that is, acknowledging that the student is a person with a disability), while also assuring that accommodations and services provided are access-oriented.

Students requesting modifications or accommodations due to a disability should submit the request in writing to the Deputy Executive Director-Academic. The request, along with required documentation, will be reviewed by the Deputy Executive Director- Academic and individuals knowledgeable of disabilities as appropriate. The student will receive written notification of the decision.

Services to accommodate individuals with disabilities include receiving additional time to complete exams. Students will be provided with an extension of time and one half to complete a test. In addition, all lectures are recorded and stored in Populi. Students may listen to the lecture at any time and as often as they choose to. Additional accommodations that may be provided an individual with disabilities include the following services.

1. Individualized one-on-one tutoring on mutually agreed on times up to five (5) hours per week
2. Use of tape recorders to record lectures
3. Time-and half for assignments, quizzes, and exams.
4. Private rooms to reduce distractions during tests and exams
5. Use of scratch blank paper during exams. The used/unused scratch paper must be submitted to the instructor at the end of the exam

Assistive Technology is any item, piece of equipment, software program, or product system that is used to increase, maintain, or improve an individual's functioning and independence. The purpose of assistance technology is to help enhance learning by capitalizing on one's strengths while modifying areas of difficulty. Different forms of educational assistive technology offered by the school include:

- Accessibility Features of Zoom
- Open Access Textbooks and Literature
- Text to Speech & Literacy Support Tools
- Writing Support Tools
- Executive Functioning: Time/Task Management Tools

Accessibility Features

In a short amount of time, students, faculty and staff are having to learn new tools and technologies to manage with the transition to online learning. Below are a few tips regarding the accessibility features of a few of these technologies, to support the transition:

Accessibility features of Zoom

- Closed captioning
- Automatic transcripts
- Keyboard accessibility – hot keys and keyboard shortcuts
- Screen reader: it is WCAG 2.1 AA compliant

Open Access Textbooks and Literature

Emergency Library for students to have free access to textbooks. Offered through the Internet Archive

Internet Archive - Accounts are free and open to the world. Please visit their site to sign up or write to info@archive.org for assistance. Browse the collection or search for books or authors here. During this time of emergency, users can check out up to 10 books at a time.

Text to Speech & Literacy Support Tools

Distance learning is often guided by an increase in the volume of reading a student is responsible for, from additional printed or digital readings, postings on Populi, and associated online resources and websites that classes may tie together to round out the experience. Assistive Technology can provide support with reading, enhanced comprehension, and built in tools, such as dictionaries, built in highlighting and note-taking features, and visual tracking support, that can make you more efficient while reading. Students with learning disabilities, ADHD, mental health diagnoses, traumatic brain injuries, chronic health conditions, and visual impairments may benefit from these types of tools.

- Kurzweil Read the Web - Chrome Extension
- Microsoft Learning Tools - Within Office 365
- VoiceDream Reader
- Balabolka - Windows only
- VoiceOver - Mac Operating Systems - includes options to magnify, keyboard control and verbal descriptions (in English) to describe what is happening on screen. It also reads aloud file content as well as web pages, E-mail messages, and word processing files while providing a relatively accurate narrative of the user's workspace. Instruction guide here.

Writing Support Tools

You may find that due to the virtual format of your classes and difficulty in re-creating in-class group experiences that your professor may assign a greater volume of writing and responses. Additionally, Assistive technology may provide new ideas, methods, and support to your traditional writing habits.

Dictation/Speech-to-Text:

- Talk&Type within Read&Write or Read&Write for Google Chrome by Texthelp
- Google Voice Typing
- Dragon Naturally Speaking
- Dictate within Office 365
- Voice Control within Mac Operating Systems
- Windows Voice Recognition

Grammar/Spell Checkers:

- CheckIt! within Read&Write and Read&Write for Google Chrome by Texthelp
- Ginger Grammar and Spell Checker
- Grammarly
- Hemingway Editor

Mind Mapping/Brainstorming Tools:

- **Popplet**
- MindMeister
- Inspiration Maps

Executive Functioning: Time/Task Management Tools

- Pomodoro Technique or Pomodoro Apps (search for these on the internet)
- Cold Turkey and Cold Turkey Writer
- Priority Matrix

- Strict Workflow
- MinimaList
- Guided Access and Do Not Disturb on iOS devices

Accessible Screen Readers

- NVDA - The NonVisual Desktop Access (NVDA) is a free, open-source, portable screen reader for Microsoft Windows.
- WebAnywhere - WebAnywhere is a free web-based screen reader for the web. It requires no special software to be installed on the client machine and, therefore, enables print-disabled people to access the web from any computer they happen to have access to that has a sound card.
- **Configuring your Mac for greyscale** (if you experience colorblindness): System Preferences->Accessibility->Display->Use Grayscale
- Freedom Scientific -Freedom Scientific has release special, free, short-term licenses of these three softwares for individuals with a personal email address in Canada or the United States.
  - JAWS
  - ZoomText
  - Fusion