



Office of Accessibility Policy Handbook

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Who Are We? What Do We Do?

Lindsay Green, Director of Accessibility



lgreen@siena.edu /518-783-4239/ Foy 109A

Lindsay oversees the Office of Accessibility. She is an advocate for students with disabilities on campus. Lindsay registers all students and allocates reasonable accommodations. If you have any questions or inquiries regarding the Office of Accessibility, please reach out to her.

Deana Breen, Office Coordinator



dbreen@siena.edu /Foy 109

Deana manages all office operations of the Office of Accessibility and the Counseling Center.

Patti Smith, Learning Disabilities Specialist



psmith@siena.edu /Foy 109A & Hennepin 130B

Patti is a learning specialist that meets with students to support them through their academic career. They work on organization and executive functioning skills. Patti is also a test proctor.

Jen Newman, Learning Disabilities Specialist



jenewman@siena.edu /Foy 109A & Hennepin 130B

Jen is a learning specialist that meets with students to support them through their academic career. They work on organization and executive functioning skills. Jen is also a test proctor

What is the Office of Accessibility?

Our office works to enhance the mission of Siena College and acts as a liaison for students with disabilities within the college community. The office ensures compliance with responsibilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and current amendments; and promotes advocacy for students with disabilities.

Reasonable accommodations are granted to students who have registered and provided current and relevant documentation of their disability and accommodation needs to the office.

How to Register with the Office of Accessibility

To ensure that our programs, activities, and services are accessible to all matriculated students, Siena College is committed to providing accommodations for students with disabilities. This includes students with a learning disability; attention deficit hyperactivity disorder; a visual, hearing, or mobility impairment; physical limitation; mental illness or other disabling condition. The Office of Accessibility assists in creating an accessible community where students with disabilities have an equal opportunity to participate as fully as possible in all aspects of the educational environment.

It is the student's responsibility to self-disclose their disability and register with the office in order to receive reasonable accommodations. Below are the required steps to complete the request for accommodations.

1. Submit [Student Registration Form](#)
2. Submit [Student Authorization Information Release](#)
3. Submit Supporting Documentation
 - For more information please see #2 on [Accessibility Page](#)
 - Provide recent documentation of your disability which details your functional limitations and accommodation needs. Documentation should be forwarded from the student's high school, certified psychologist, licensed or otherwise properly credentialed professional.
 - it should provide information which establishes a disability
 - describes the functional limitations of the disability
 - how it inhibits a major life function
 - suggests reasonable accommodations.
4. Have an Intake Meeting with Accessibility Director, Lindsay Green

Where are we located?

The Office of Accessibility is located in Foy Hall 109.

There are 2 testing locations for testing accommodations:

Foy 108 Testing Room

Hennepin 130B Testing Center (Primary Testing Space)

Office Hours

Semester Hours

Monday- Friday 8:30am-4:30pm

Summer Hours

Monday- Thursday 8am-4:15pm, Friday 8am-12pm

Testing Center Hours

Monday- Friday 8:45am-4:00pm

Accessibility Contact Information

Office: 518-783-4239

Fax: 518-782-6770

accessibility@siena.edu

Accommodations Letters

It is the student's responsibility to provide each professor, advisor, coach, etc. a copy of their accommodation letter. Each accommodation letter is valid for one semester. It is the student's responsibility to request an accommodation for each semester. The Director of Accessibility will send an email with information on how to request the accommodation letter prior to the start of the semester. The student will receive the accommodation letter via a PDF that states the date and semester the letter is valid for. Students are advised to send an email including the letter to each professor or they may print the letters and hand deliver it to their professors. Accommodation letters states accommodations that each student is eligible for, **but it is the responsibility of the student to request each specific accommodation within a timely manner as stated in this policy, in order for the accommodation to be effectively allocated.** Please note that diagnoses are not revealed. The student and the Accessibility staff are the only parties who can speak to professors about accommodations. Parents or outside tutors are not to contact professors regarding their academic work.

[Spring 2024 Accommodation Letter Request](#)

Testing Accommodations

All requests for testing accommodations (1.5x time, 2x time, Reader, Scribe, Computer on exams, etc.) must be submitted through the Office of Accessibility at **least 5 days prior to the date of quiz, test or exam.** Please note that extended testing time is only applicable to timed exams but if the need for a reader, scribe or computer is present, you may still submit a request for the specific assessment. All exams will be proctored by Office of Accessibility staff in our testing areas (Hennepin Hall Testing Center 130B & Foy 108).

1. Discuss with your professor the parameters of the quiz, test or exam (how long the professor is giving the class to complete, when the quiz, test, exam occurring during the class, and how they would like you to complete this).
2. Submit a request at **least 5 days prior** to exam occurring
<https://www.siena.edu/testaccommodationform>
 - a. You will use your Siena Log in without the "@siena.edu".
3. Fill out all the required information. ***Please note: The office is only open Monday- Friday 8:45am- 4:00pm. If your assessment is occurring at a different time, please discuss with your professor and the Office of Accessibility on when this assessment should be completed. If you need the Office to proctor an exam earlier or later than the Testing Center hours you must request this by emailing the Director of Accessibility and obtain permission prior to submitting a request on Etrieve. Any request that is submitted outside the Testing Center hours may be denied or the time will be adjusted to fit with in Testing Center hours.***
 - Office of Accessibility and your professor will collaborate on setting up the exam for accommodations.
4. Accessibility will email you confirming exam, date, start time, location and who will proctor you.
5. You will arrive at the testing location prepared and on time the day of the assessment.
6. After the exam, The Office of Accessibility will return the exam to the professor.

If an exam is rescheduled or canceled it is the student's responsibility to relay that information to the Office of Accessibility. If the student does not attend their scheduled time or is requesting to reschedule, it is the professor's decision on whether the student can reschedule the exam. Testing Accommodations only need to be submitted for those quiz, test, exams that you would like to receive accommodations on. If you want to take your exam in class with standard time, there is no need to notify the Office of Accessibility nor submit a form.

Audio Notes

Audio Notes is used to provide note taking assistance to students with disabilities. The Office of Accessibility has two options for this accommodation; LiveScribe SMART Pen and Sonocent's Glean. All Audio Note user must be complaint with the *Audio Recording Policy*.

SMART Pen

A LiveScribe SMART Pen is a physical device that pairs with a specialized note book that allows a student to record class and engage with their notes after class. The audio pairs with the notebook and permits the notes to be linked in a comprehensive way.

Glean

Sonocent's Glean is web ware assistive technology that uses audio recording, color coding, and typed notes to capture class lectures. This innovative technology allows for increased student independence and allows students to engage with their notes in a more comprehensive way.

Audio Recording Policy

Since Audio Notes uses recording as its main function, each student must be in compliance with the Audio Recording Policy. During each student's training, the policy must be signed and kept on file. At the end of each semester all recordings will be destroyed; notes can be kept for review. Please read the example policy below:

I, _____ have been provided by the Office of Accessibility, as an accommodation, Audio Recorder, LiveScribe SMART Pen, or GLEAN to aide in my note-taking abilities. I understand the material is for my sole use only and shall not be redistributed in any way including sharing on the internet, with other students, or receiving any form of monetary compensation for sharing. I understand this device is on loan to me from the Office of Accessibility and failure to return it may result in a charge for the full cost of the device. I understand that I must alert the faculty member for each class in which I plan to use this device. Should any confidential or personal information be discussed in class, I agree to turn off the device. I understand that failure to follow these protocols could result in sanctions against me for violating policies concerning academic integrity.

Computer in the Classroom

Permission to use a computer in the classroom is given to students to type their notes or use Glean Audio Note taker. The use of a computer is not permitted for doing other work in the classroom or accessing any social media during class. If a professor reports to the Office of Accessibility that the computer was used for any reason other than the ones approved, the accommodation will be revoked.

Assistive Technology

Assistive Technology and Digital Accessibility is an important initiative in the Office of Accessibility. We offer Audio Notes, Alternative Formatted Material, and Natural Reader and can provide training on personal device accessibility tools. For web accessibility and academic technology please contact the Office of Accessibility or the Director of Academic Technology.

Alternative Formatted Material

A student may require class material in a different format. The student would request such reformatting through [Spring 2024 Alternative Format & Audio Book Form](#). This may be text to audio or text to HTML. Providing Alternative Formatted material may take up to three (3) business days.

Absence Consideration

Sometimes student's disabilities may affect their ability to uphold the attendance policy for a course in which they are enrolled. This accommodation must be listed on the Accommodation letter given to each professor from the student. A conversation with the student and the professor should take place discussing the number of absences that would be reasonable. Ideally, this notification should take place at the start of the semester, since the nature of some courses makes it difficult and sometimes impossible for the faculty to accommodate excessive absences.

With proper advanced notice prior to the class starting, the student will notify their professor and the Office of Accessibility that they will be utilizing this accommodation. The student will email the professor with Accessibility copied before class as well as complete the [Absence Consideration Spring 2024 Form](#). It is the responsibility of the student to obtain the notes or material gone over in class and submit any due assignments. Note that professors have discretion over their attendance policy for the class and there is no guarantee that the professor will grant an excused absence. Under no circumstances will the Office of Accessibility make requests for consideration that are not made in a timely manner. Accommodations cannot be retroactively allocated. Absence cannot be considered if student does not email professor and Accessibility nor fills out the required form.

Learning Specialist

Students who struggle with executive functioning skills may benefit from the accommodation of a Learning Specialist. The Office of Accessibility may allocate a Learning Specialist to a student for assistance on organization and academic assistance. If allocated, the Learning Specialist may work with a student for one (1) hour a week. It is the student's responsibility to dictate what will be worked on and addressed each session such as bringing appropriate material or assignments. It is the student's responsibility to let their Learning Specialist know of their absence or tardiness to a meeting; it is at the Learning Specialist's discretion on rescheduling.

Assistance Animal Policies and Agreement

It is the intent of Siena College to provide an environment that fosters respect and dignity towards all students. For students with documented disabilities, Siena strives to provide reasonable accommodations, including Service Animals and Emotional Support Animals (ESA).

Assistance Animal: This is the umbrella term that encompasses service animals and emotional support animals. Service Animals and Emotional Support Animals are not pets; they are animals that provide assistance, perform tasks for the benefit of a person with a disability, or provide emotional support that alleviates one or more identified symptom or effects of a person's disability.

Service Animal: An animal that is individually trained (or in the process of being trained) to do work or perform specific tasks for the benefit of a person with a disability. The work or tasks performed by the service animal must be directly related to the person's disability.

[Service Animal Policy](#)

[Service Animal Agreement](#)

Emotional Support Animal (ESA): An animal that provides emotional support to alleviate one or more identified symptoms or effects of a person's disability. Some, but not all, animals that assist persons with disabilities are professionally trained.

[ESA Policy](#)

[ESA Housing Agreement](#)

Housing Accommodations with Health Services

Accommodations such as requests for special housing, an air conditioner, meal plan modification and parking permit on the basis of a medical condition that meets the criteria of a disability are processed through Health Services. Please submit the appropriate completed request form to Health Services by uploading this to your student health portal for review and determination.

[Health Services- Special Accommodation Policy](#)

Please note: these requests to Health Services may be reviewed in coordination with the Director of the Counseling Center and / or the Director of Accessibility to discuss the need for these accommodations on the basis of disability and will be approved by the Accommodation Committee.

All Students registered with the Office of Accessibility are required to comply with these policies and protocols. If you have any questions about the above policies, please email Lindsay Green (lgreen@siena.edu) or the Office of Accessibility (accessibility@siena.edu).