

Pellissippi State Community College Services for Students with Disabilities

Receiving TypeWell Services and Student Responsibilities

Academic Accommodation Plan:

An Academic Accommodation Plan is similar to a high school Individual Education Plan (IEP), except ***the student has the responsibility*** of meeting with instructors to present the plan and discuss the approved accommodation. Instructors are not required to provide accommodations without a current plan.

- Academic Accommodation Plans must be requested each semester. Services and accommodations ***will not be provided*** without a current plan.

Initial _____

TypeWell Services:

TypeWell services are provided during all scheduled college classes. Students must submit a request form and a class schedule two weeks before classes start. Professional services cannot be guaranteed if the request is made less than 2 weeks prior to the start of classes. The two week notification period will restart each time a schedule change occurs due to adding or dropping.

On occasion, SSWD may be unable to find a TypeWell transcriptionist for a specific class section. In this case students will be given the opportunity to change to another section of the class when a transcriptionist is available.

A separate request must be made for extracurricular college-related activity, such as testing, group meetings, counseling, or special programs. Request forms are required as soon as students become aware of the need and no less than two weeks in advance.

- TypeWell services are not automatically provided during final exam week. Services are provided when final exams include a presentation or critique; a request must be submitted for finals each semester.

Initial _____

Transcripts Approved as an Accommodation:

If documentation warrants the approval of supplemental study material, the student's accommodation plan will include an electronic copy of the course lecture transcripts. The transcripts will be edited and provided to the student in a timely manner, usually within 24 hours.

- Classroom speech-to-text transcripts are the intellectual property of Pellissippi State (policy 03:16:00) and are for the student's use only. Sharing, giving, or selling of the transcripts is in violation of the College's intellectual property rights, and could result in loss of services.

Initial _____

Class Note Takers:

If a volunteer note taker is an approved accommodation, it will be included in the student's Academic Accommodation Plan. Remember, **the student has the responsibility** of meeting with his/her instructors to present the plan and discuss the approved accommodation.

Initial _____

Appropriate Cancellation Notification:

Students are expected to notify SSWD immediately if there are any changes in class schedules, such as adding, dropping or changing sections. Cancellations for TypeWell services should be received as soon as possible and no later than 24 hours in advance. Cancellations should be made directly to the Coordinator or another SSWD staff member.

Initial _____

Absentees:

As a professional courtesy, students are expected to notify the classroom transcriptionist and the Coordinator when they will be absent from class. Twenty-four hours notice is expected.

Habitual no-shows or last-minute cancellations are inconsiderate and unacceptable. After three unexcused no-shows and/or last-minute cancellations services may be suspended; students may be required to meet with the Coordinator and re-submit a new request form.

An example of an **excused** no-show or last-minute cancellation is a situation that can be documented, such as a doctor's bill or car accident police report.

Initial _____

Tardiness:

If a student is late for class, the transcriptionist will wait for 15 minutes for a 55 minute class and 20 minutes for 80 a minute class. If the student arrives after the transcriptionist has left campus, it will be documented as a no-show. Habitual tardiness is inconsiderate and unacceptable, and a need to re-submit a new request form may result.

Initial _____

Professional Code of Ethics:

All transcriptionists are expected to follow the Code of Ethics established by TypeWell. The Code includes, but is not limited to, confidentiality, impartiality, and professionalism.

SSWD works in collaboration with faculty and administration; therefore, there may be times when a transcriptionist will share information about students and/or assignments for the purpose of improving the quality of the service and accommodation.

- Exceptions to confidentiality include federal and state laws, and PSCC policy that requires mandatory reporting, such as abuse, threats of suicide, firearms, and illegal substances.

Initial _____

Feedback Opportunities

To ensure quality services students will be asked to fill out a Professional Performance Feedback form. This is an opportunity for students to honestly express their feelings regarding the services provided. These forms will be distributed twice each semester: during midterm and semester's end. All forms are submitted directly to SSWD director, Ann Satkowiak.

- If a student feels that a transcriptionist is not conducting him/herself appropriately, SSWD suggests the student discuss the issue with him/her as soon as possible. If the problem persists, please contact the Coordinator immediately.

Initial _____

Services for Students with Disabilities

Contact Information

FAX: 539-7218

Director

Ann Satkowiak – asatkowiak@pstcc.edu

Phone: 539-7153 Room: GN-134

Coordinator

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Coordinator

Sarah McMurray – semcmurray@pstcc.edu

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Coordinator

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Technical Clerk

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I have read Student Responsibilities, and I understand that by accepting my educational responsibilities I am developing self-empowerment skills which will benefit me now and in the future.

Student

Date

Staff

Date