

FAQ SHEET FOR FACULTY
Access Services for Students with Disabilities (ASSD)
Accommodating Students with Disabilities in the Classroom

Q: Is the information regarding a student's disability and his/her need for academic accommodations confidential?

A: Privacy of student information, including that regarding a student's disability or accommodation needs, should generally be handled according to guidelines of FERPA, the Federal Family Educational Rights and Privacy Act.

Q: How will I know if a student needs accommodations?

A: A student requesting accommodations authorizes Access Services for Students with Disabilities (ASSD) to forward the specific accommodations for which he/she is eligible. Students are encouraged to make appointments with the instructors to discuss accommodation needs at the beginning of each term. A memo outlining the student accommodations will be sent to the faculty member at the beginning of each trimester.

Q: How are testing accommodations arranged?

A: Alternative testing arrangements, including extended time for testing and computer access, can be made through ASSD. If you would like to utilize the test proctoring services in the ASSD office, please contact the Coordinator with the following information:

- What is the name of the student planning to take his/her exam with ASSD?
- What is the length of time given to your class to complete this exam?
- What time is the exam scheduled?
- If there is a scheduling conflict for a student or our office due to extended time required to complete an exam, would you prefer the student take the exam earlier or later than your planned administration time?
- Are any aids, such as calculators or notes permitted?
- How would you like to handle the test delivery? Often faculty members drop off the exam and then ASSD delivers the exam to the instructor's office or mailbox. If previously approved by the faculty, the students can pick up and return their tests in sealed, signed envelopes. Tests can also be emailed or faxed.

Q: Can I provide accommodations to a student who does not have a documented need for accommodations?

A: If a student asks for an accommodation but does not have valid documentation on file with ASSD, it is strongly recommended that you or the student contact the Coordinator at 708-235-3968. In addition, if a student asks for an accommodation that is not documented through the ASSD office, you are not obligated to provide it. If you are uncertain about your obligations, please call ASSD.

Q: What if I do not agree with a recommended accommodation?

A: The institution is required by federal regulations to establish formal grievance procedures for providing prompt and equitable resolution of disagreements. When a dispute involves the conduct of a course or academic program, those procedures provide for consultation between the faculty member responsible for the course, the student, and a representative from ASSD.

Q. REFERRALS: How can I encourage students with disabilities to register with ASSD?

A. You may make an announcement to your class and refer to the statement on your syllabus referring students with disabilities to the ASSD office. You may also encourage students to meet with you to discuss their learning needs. For example, you could say to a student: "I noticed that you seemed to have difficulty organizing your paper. You might consider using some of the special support services provided through the Academic Resource Center, such as math, writing, and business tutoring, counseling, and services for disabled students."

Q: What accommodations are appropriate?

A: ASSD grants accommodations to students with documented disabilities based on the recommendations of medical or mental health professionals, and on the needs of the students in accordance with the guidelines of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. These accommodations do not fundamentally alter instructional programming. Examples of accommodations include extended time for testing, tape recording lectures, alternative test locations to reduce distractions, access to materials in alternative forms, and use of note taking services.

Q: Are disabled students required to meet the same academic standards as other students?

A: Absolutely! The laws mandate access to education, not guaranteed academic success. When a faculty member has provided reasonable academic accommodations and all that is required to comply with the law, if the student does not meet the course requirements, then failing a student is proper and lawful.

The following is a compliance checklist that may be helpful:

- Stand by academic standards and freedoms, which include full and equitable access to academic programs.
- Provide verbal and written notice to your students of your willingness to accommodate. **For** example: "I encourage students with disabilities to discuss accommodations with me."
- Communicate clear and concise expectations for performance to your students. Distinguish between essential and non-essential components of the course.
- Respect requests for reasonable accommodations.
- Permit students to use auxiliary aids and technologies that ensure access (examples: note takers, sign language interpreters, readers, scribes, research assistants, tape recorders/players, assistive listening devices).
- Assure that your course materials, whether printed or electronic, are accessible and available in alternative formats (examples: Braille, computer electronic text, large print, internet, MP# files). ASSD facilitates obtaining these alternative formats.
- Consult with the Coordinator of ASSD if you have questions when a student requests accommodations.
- Keep student disability-related information strictly confidential.

All students, including students with disabilities, are expected to attend class and turn assignments in on time. It is not a standard policy of ASSD to allow students to be exempt from due dates or other essential components of their courses but in some instances, arrangements for due date extensions can be made if a student's symptoms are chronic.