FACULTY GUIDELINES FOR ACCOMMODATIONS

The Center for Teaching and Learning Excellence (CTLE) staff would like to share the following guidelines with you to help facilitate communication with students needing accommodations through the CTLE. By keeping the lines of communication open, the needs of students with disabilities can be met in a collaborative effort.

The responsibility of postsecondary institutions to provide accommodations to students with disabilities derives principally from two federal laws: Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and the Americans with Disabilities Act of 1990 (“ADA”).

Disability Accommodation Statement

The statement is emailed to you each semester by the CTLE and should be included in your course syllabi:

Special Needs and Accommodations: In order to receive appropriate accommodations, students with disabilities must register with the Center for Teaching and Learning Excellence and provide relevant documentation. Students should contact Mary Ellen Pichiarello (Extension 4039) or Dr. Andrée Catalfamo (Extension 4218) to schedule an appointment.

First Day of Class Announcement

As you review the syllabus for each class, please note the above statement and invite students to meet with you either during office hours or by appointment. These invitations are important in helping your students feel at ease and for encouraging self-identification. Due to confidentiality, the CTLE does not directly notify instructors of students’ disability unless requested by the students.

Confidentiality

Confidentiality of your student information is essential. At no time should the class be informed that any of your students has a disability, unless the student makes a specific request to do so. All disability related information that your student gives to you is to be used specifically for arranging reasonable accommodations for your student’s course of study.

Referral to CTLE – Faculty Notification Letter

Students needing accommodations must provide you with a Faculty Notification Letter from the CTLE. Students who ask for accommodations but do not have faculty notifications letters should be referred to the CTLE. The CTLE prepares Faculty Notification Letters for all the students who submitted documentation. All students are instructed to schedule an appointment with a CTLE staff
member at the beginning of the semester to receive those letters. The CTLE recommends that students provide faculty notification letters during office hours or by special appointment. At that time, arrangement of accommodations can be discussed in private.

Discuss Student Accommodation Request(s)

Once you receive a copy of the faculty notification letter, discuss with your student the specific accommodations requested for the course. Each faculty notification letter includes a list of recommended accommodations, based on documentation provided by the student. These accommodations may not automatically apply to every course or every assignment. Appropriate accommodations should be based on the faculty notification letter, the course requirements, and if the suggested accommodations cannot be implemented, consultation with CTLE.

Consult with the CTLE Staff

If you have any questions regarding a requested accommodation, cannot reach mutual agreement with a student, or need assistance, please contact the CTLE. The responsibility of postsecondary institutions to provide accommodations to students with disabilities derives principally from two federal laws: Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and the Americans with Disabilities Act of 1990 (“ADA”).

Evaluate Accommodation Success

Clearly, the student bears the main burden of evaluating whether an accommodation is succeeding. However, checking in with the student occasionally to monitor progress is helpful. Consistent follow through is important on any agreed-upon accommodations, such as forwarding tests to the CTLE in a timely manner, providing written instructions for assignments, or assisting in recruiting note takers.