

# General Information for Faculty Regarding Accommodations

The law requires that faculty make reasonable accommodations for students with disabilities as approved by Accessibility Services. While standard accommodations are approved internally, Accessibility Services will engage in an interactive process with faculty when unique accommodations are being determined.

## Disclosure of Disability

Often, students disclose their disability status directly to Accessibility Services, though sometimes students may disclose directly to their faculty and/or request specific accommodations from them. However, in order to receive academic accommodations, students must identify themselves *directly* to Accessibility Services as a student with a disability. If a student discloses their disability to faculty and/or requests academic accommodations from them without an accommodation letter from the office, the faculty should refer the student to Accessibility Services for reasonable accommodation eligibility determination.

Faculty members are not required to honor a student's accommodation request before the student is approved from official accommodations from Accessibility Services. Requests for accommodations must be made in a timely manner so that appropriate evaluation of and planning for the request can take place, including consultation between Accessibility Services and faculty/staff, if necessary. Faculty and staff are not responsible for retroactively accommodating a student.

Students need not to disclose the specific nature of their disability to faculty. Students are advised against sharing documentation directly with faculty, as faculty are not required to be knowledgeable about disability regulations and accommodation options. As such, faculty are not responsible for interpreting, evaluating, or responding to disability documentation.

### *Syllabus Statement*

Faculty members are highly encouraged to include a syllabus statement that emphasizes students with a disability may be entitled to receive accommodations that ensure equal access. Students should be referred to Accessibility Services for assistance with disability-related accommodations and services.

Faculty are recommended to include the following statement into their course syllabus:

- Any student eligible for and requesting academic accommodations due to a documented disability is asked to contact Accessibility Services. Accessibility Services can work with you to arrange appropriate accommodations that may be used in this class. Accessibility Services can be reached at (909) 448-4938 or email [accessibilityservices@laverne.edu](mailto:accessibilityservices@laverne.edu). The office is located at 2150 1<sup>st</sup> St., Oaks B-Building.

### *Confidentiality Caution*

Students with disabilities are protected under the Family Educational Rights and Privacy Act (FERPA) and the Office for Civil Rights (OCR). At no time should the faculty or staff make any statements or implications that the student is any different from the general student population.

- Please do not ask the student to come to the classroom and then leave with the test in hand. Student are responsible for initiating the scheduling of proctored exams with Accessibility Services. Once the student begins this process with the office, Accessibility Services will contact the faculty member directly for the exam.
- As previously mentioned, if the student brings a medical statement to the instructor, it is the faculty member's responsibility to refer the student to Accessibility Services. Faculty should not be requesting or reviewing documentation regarding a student's disability. Respecting the student's privacy is important and their disability should not be discussed, unless the student chooses to share. Also, please do not ask about their medical history or diagnosis.
- Only discuss the student's needs or accommodations in private.
- All students, even those who present similarly, have unique needs. Please refrain from making comparisons between students and their needs.