

# Faculty Procedures and Responsibilities

## Testing and Disability Services Augusta University – Galloway Hall 706-737-1469

### Faculty Procedures Regarding Students with Accommodations

1. If a student qualifies for accommodations, the student will meet with you and deliver the Accommodation Letter. This letter will state the accommodations that must be provided to the student while in class for that semester only.
2. When you receive this letter, please review the accommodations and discuss with the student.
3. Make a plan with the student regarding any test accommodations, course accommodations, etc.
4. Contact this office at any time if you have questions 706-737-1469.

If a student is qualified to attend class ALL reasonable accommodations must be provided.

- ✓ An accommodation is considered unreasonable if it necessitates a modification of the essential nature of the program. (The essential course requirements must be spelled out either in the course description or in the course syllabus to qualify.)
- ✓ An accommodation is considered unreasonable if it places an undue financial burden on the institution. (Most often, the legal definition of “unreasonable financial burden” DOES NOT meet the institution’s definition!)
- ✓ If there is no factual basis in the record demonstrating that an accommodation requires a fundamental modification or an undue burden, then refusal to provide the accommodation is discriminatory.

### **Suggestions to Assist in Accommodation for Students with Disabilities**

- Include in the syllabus: “Any student who feels that he or she may need an accommodation for a disability, should make an appointment with the Office of Disability Services in Galloway Hall, phone number (706) 737-1469.”
- Confidentiality is essential. At no time should the class be informed that a student has a disability, unless the student requests it.
- Have course syllabi available prior to the start of class.
- Announce reading assignments well in advance for students’ alternative materials. It takes an average of two weeks to get a book or articles in an alternative format.
- Give assignments both orally and in written format to avoid confusion.
- Facilitate the use of tape recorders for note taking by allowing students to tape lectures.
- Encourage students to use campus support services.
- All labs, field trips and off campus work must be accessible to all persons attending.

## **SOMETIMES FACULTY CAN BE TOO ACCOMMODATING!**

Do not provide accommodations to students who do not give you an Accommodation Form. The policies and procedures were established for everyone's protection – faculty, institution, and student.

### **Faculty Responsibilities Regarding Accommodations**

1. Accommodations approved by Disability Services must be provided.
2. Faculty are not permitted to make unilateral decisions regarding accommodations. If you disagree, have questions or wish to add accommodations, call Disability Services and discuss the issues with the disability service provider.
3. Faculty may not discuss changing or modifying accommodations with the student only with the disability service providers.
4. Until any disagreement and concerns are resolved, the student must receive the approved accommodations.

### **Faculty Rights Regarding Accommodations**

1. Faculty have the right to maintain control of their classroom.
2. Faculty have the right to have qualified students in class.
3. Faculty have the right to contact Disability Services to discuss essential course requirements in relation to accommodations.
4. Faculty have the right to receive assistance with accommodations.