

Frequently Asked Questions for Faculty

Q: Who is responsible for determining appropriate accommodations?

A: Student Accessibility Services (SAS) determines all appropriate accommodations based on the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Any accommodations approved by this office are federally required. The office bases their decision upon documentation of the student's disability and their needs due to that disability.

Q: Are all students with disabilities registered with SAS?

A: No. Registering with SAS is voluntary and not all students may feel it necessary to register with SAS. Registering with SAS is not required, and faculty cannot mandate that students do so. Faculty do not have a legal obligation to provide accommodations for students not registered with SAS.

Q: How do I know that a student who has asked for an accommodation really has a disability and needs that accommodation?

A: You will receive notifications from SAS and/or Testing Center (TC) if the student has been approved for an accommodation that requires faculty participation. Most of those notifications will be sent early in the semester. SAS encourages faculty to save those notifications for future reference. SAS does maintain a list of all students and the accommodations for which they are eligible.

Q: I received notification that one of my students is approved for an accommodation, but they have not requested to use that accommodation. Am I still responsible for providing that accommodation?

A: All accommodations are optional, and a student can choose when and how to use those accommodations. In these types of situations, it would be appropriate to speak privately to the student to let them know you are happy to discuss reasonable accommodations if they are interested in utilizing them and/or encourage students to use their accommodations. Faculty cannot, however, force a student to use an approved accommodation.

Q: I have a student approved for GLEAN, but I do not allow electronics in my course. Do I have to let them use that program?

A: Yes, GLEAN is an approved accommodation that we are federally required to provide. Even if you have a course policy that prohibits laptops during lecture, that policy is waived to allow students to use GLEAN. In the case of a waived course policy, approved students should not be utilizing their laptop for other activities beyond GLEAN. The only time faculty are allowed to request students who are approved for GLEAN not use that program, is if it is during a class discussion where personal information might be shared by other students.

Q: Am I required to provide exam accommodations to a student who requests them?

A: If a student is registered with SAS, and is approved for testing accommodations and appropriately requests to use those accommodations, faculty are required by federal law to provide those accommodations. If a student is registered with SAS but misses the deadline to request a test in the

Testing Center, they can request to use their accommodations in the classroom. In those situations, it is faculty discretion if they can accommodate the student's request.

Q: I have a student approved for testing accommodations. Do they get to use those on laboratory exams?

A: If a student approved for testing accommodations request to use those accommodations for a laboratory exam, faculty should honor those requests. Due to the nature of laboratory exams, accommodations may be implemented differently. Faculty who would like help determining what is appropriate for a specific assessment can reach out to SAS for assistance.

Q: Whose responsibility is it to schedule and coordinate quizzes and exams with the Testing Center?

A: The student is responsible for properly requesting to take an exam in the Testing Center at least 24 hours before the assessment starts. When they do, the Testing Center will reach out via email to request a copy of that exam. The only time a faculty need to make arrangements with the Testing Center themselves, is if they will be giving pop quizzes. Please note that the Testing Center does not proctor remote exams. Those are handled directly between the student and the faculty member.

Q: A student has requested to take their exam in the Testing Center. How do I know that my exam material will stay safe, be proctored correctly, and the student will not get an unfair advantage?

A: The Testing Center takes exam integrity very seriously. They have worked with IT to ensure any and all safety measures are taken. Faculty are encouraged to submit exams to the Testing Center via our Testing Center shared mailbox which is monitored by our Testing Center Coordinator. Exams are kept in locked storage until test time and for two weeks after completion. Faculty are instructed to send the Testing Center any instructions to be followed by the proctor and the student taking the test. We also encourage faculty to list those instructions on the top of the exam. Students in the Testing Center are allowed the same materials as students in the classroom. The Testing Center bans phones, smart watches or other devices that can be utilized to gain an unfair advantage. While students are taking exams, they are monitored by video camera. The camera records all exams, and the Testing Center can review footage if faculty have a specific concern. All completed exams will be sent to faculty via email within 24 hours of the exam (final exams may take up to 48 hours). For faculty who wish to hand deliver or pick up hard copies of their exams, please contact the Testing Center Coordinator to make those arrangements.

Q: Can faculty proctor exams with testing accommodations instead of students taking exams in the Testing Center?

A: Yes. We are federally required to provide the student with testing accommodations, but the physical space of the testing center is not federally mandated. Some students prefer to take exams with faculty for a variety of reasons. Faculty who proctor exams for students with approved accommodations must ensure that they are providing the student with all of their approved accommodations and an adequate testing environment. Faculty are encouraged to discuss this with SAS to ensure all federal obligations are met.

Q: Am I required to lower the standards of a required assignment because a student has a disability?

A: No. The standards should be exactly the same for all students. With that being said, due to a disability, some students may demonstrate their knowledge, skills and abilities differently than their peers. Faculty

are encouraged to take those differences into consideration, when appropriate, while ensuring the quality of the work remains the same.

Q: I have a student who is eligible for flexible attendance or flexible deadlines. Does that mean they are exempt from attending in person classes or can turn assignments in at any time?

A: No. Sometimes due to a disability students may have acute symptoms that require them to miss class or need to request short reasonable extensions. Any time a student with flexible attendance or deadlines needs to use that accommodation, they should be reaching out to faculty to specifically request use of that accommodation. It is not a blanket flexibility on everything for the course. Students are notified that these accommodations do come with limitations that may vary based on course format, structure, or content. These limitations, reasonableness of the request, and the logistics of make-up work are up to faculty discretion. Faculty are encouraged to reach out to SAS if they are concerned about how to implement those accommodations or if they run into an issue where they are unsure if something is reasonable. If students must miss class, they are responsible for making up that material. If a student is nearing the limits of absences or extensions, please reach out to SAS so that we can engage in a conversation with the student about the best path forward.

Q: I have a concern with an accommodation that I believe is giving a student an unfair advantage or altering my course objectives. What recourse do I have?

A: Faculty are encouraged to reach out SAS if they believe an accommodation may be unfair or alter a fundamental course objective. SAS will engage in a conversation with faculty to determine the best and most appropriate course of action to ensure equal access while maintaining course integrity.