

### **The Center for Student Accessibility Faculty Tip Sheet**

*(Former titles for this office, such as The Office of Disability Services and The Center for Student Accommodations, are no longer valid and should not be used.)*

College students with disabilities are protected from discrimination by two legal mandates to ensure they have equal access to all aspects of college life. These laws include Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 as amended in 2008 (ADAAA). The Americans with Disabilities Act and Section 504 differ from the Individuals with Disabilities Act that protects many students throughout K-12. As students transition from IDEA to ADA, they experience changes in their legal rights, accommodations, and responsibilities. It is important to recognize that this is a major change for students that is often accompanied by learning curves.

The Center for Student Accessibility encourages professors to utilize a Universal Design for Learning which strives to eliminate hurdles for all learners. The goal of the Center for Student Accessibility is to remove barriers to accessibility by ensuring that students have access through the coordination of accommodations. Oftentimes, students need assistance in understanding which appropriate accommodations are available to them and it is vital that faculty understand the process.

Below is some information on how students facing accessibility barriers can engage with the Center for Student Accessibility to receive accommodations and how faculty are included in many aspects of the process.

- Every student who wishes to receive accommodations must first disclose an accessibility barrier or impairment to the Center for Student Accessibility and provide documentation. The documentation should include information on the student's disability, functional limitations, accommodation recommendations and what accommodations have been received in the past. This documentation will be kept confidential. Students are NOT required to disclose their disabilities to professors.
- Disability disclosure is the student's prerogative. **This information is protected under Section 504 and FERPA.** Therefore, it is not acceptable to ask students to self-identify as having a disability or utilizing accommodations in a public forum such as a classroom, clinical setting, team practice or other such environment.
- Appropriate accommodations are determined between CSA staff and the student through an interactive process based upon intake interview and provided documentation.
- Accommodations are determined on a case-by-case basis and meet the individual student's needs. Typical accommodations include: extended time on exams, separate location for testing, use of a computer for exams, providing class materials in an alternate format, alternate format books, use of a calculator or other assistive technology, peer

notetaking, permission to record lectures, use of notetaking software, screen reading software or breaks during class. (This is not an exhaustive list).

- Some accommodations require a more detailed interactive process between CSA staff and faculty such as flex plans designed to address class attendance, remote attendance, and extensions on assignments.
- Students with accessibility barriers are entitled to request accommodations at any point during their academic career. Some students may attempt a class without any accommodations to see if they are successful and then decide later to initiate the accommodations process. Any student who does this will be unable to alter any grades earned prior to implementing accommodations. (*Accommodations are not retroactive.*)
- Students who encounter a temporary health-related disability such as a concussion, broken bone or other medical conditions will be able to access appropriate accommodations during their recovery. They should be directed to SHAC first and then to CSA.
- For students to start the process of receiving accommodations they must fill out an application form with the Center for Student Accessibility on the Student Health Portal. In each semester, the student must download an updated accommodation letter from the student health portal to share with professors. If the student wishes to change or add to the list of accommodations, this may require a follow-up meeting with a member of the CSA staff.
- Students may choose not to utilize all approved accommodations listed in the letter; this is perfectly appropriate. For example, students may opt to take quizzes or regular exams in class and take midterms and finals in the CSA Testing Center. Students with extended time who opt to start a test in the classroom, may complete a test in the CSA Testing Center if the professor is unable to proctor beyond the end of class time.
- Any professor who has concerns about the accommodations listed in a student letter should contact the Director of the Center for Student Accessibility. Professors should NOT ask students to discuss their disabilities.
- Students who wish to take exams in the CSA Testing Center must fill out a test scheduling form. This will lead to an email to the professor from the CSA to make the arrangements for the exam to be proctored in the CSA Testing Center.
- Professors can remind students who wish to use the CSA Testing Center to register prior to the exam.
- During Final Exam Weeks, the CSA Testing Center can get crowded. In this case, students may be moved to other designated areas on campus where they will take their exams proctored by a CSA staff member. This will be communicated to students when they register for their exams with the CSA Testing Center.
- Any professor who has a student asking for accommodations that are not listed on their CSA accommodation letter should contact the Director of the Center for Student Accessibility for clarification.
- Academic standards are the same for all students. Students with disabilities demonstrate their knowledge and other course expectations by utilizing accommodations but the quality of the work should be the same. Accommodations are meant to create access; they do not guarantee success.
- Students with disabilities are expected to adhere to the Manhattanville Student Code of Conduct and any behavior that

is in violation of this policy should be addressed in accordance with policy.

- Course syllabi should contain the following message regarding the accommodation process:

**Suggested Syllabus Statement:**

Manhattanville views disability and neurodiversity as a critical component of our community's overall diversity. Manhattanville is committed to providing equal access for students with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students facing accessibility barriers and seeking academic accommodations for a disability, chronic condition, or temporary injury should register with the Center for Student Accessibility in order to engage in the intake process. Students can initiate the accommodations process by completing the accommodations application in their student health portal or by directly reaching out to the Center for Student Accessibility. Students choosing to use their approved accommodations must renew their letter every semester with CSA. In addition, students are responsible for providing their professors with their approved accommodation letters and discussing their needs. Information about a student's status with CSA is confidential. For more information, please contact the Center for Student Accessibility:

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