

GUIDELINES FOR INSTRUCTORS

ACCOMMODATION LETTER PROTOCOL

What do I do when I receive an accommodation request?

First, read the accommodation request carefully. It is a formal notice signifying that the student has furnished the college with appropriate documentation of a disability which he or she feels will impact the classroom or learning situation.

Second, discuss the request with the student **privately**. The Accommodation Letter lists accommodation(s) for which the student has requested and the types of adaptations which have been recommended by the Student Accessibility Services staff.

Third, all students, regardless of disability must be able to meet the essential competencies for your course; accommodation(s) should not negate course competencies or expected learning outcomes.

NOTE: An instructor is under no obligation to allow/provide accommodations, and should not, until he/she receives a copy of the student's Accommodation Letter.

Best Practice for Working with the Student

- Discuss the accommodation(s) with the student (privately if possible)
 - A good start would be – “help me understand your accommodations.”
- **Understand THEIR expectation and convey YOUR expectation**
 - Reference the course syllabus (testing dates, timelines, etc.)
 - The classroom setting/environment (seating, lighting, etc.)
 - Testing expectations (advance notice, Testing Center, etc.)
- **IF the student opts out of ANYTHING on the accommodation sheet, and/or special arrangements are made write it out, sign/initial it, and date it (confirmations can be made via email as well).**
- **For example** – *if you allow multiple attempts in lieu of extra time, or the student chooses to stay in class for ‘minor’ assessments and go to the testing center for midterm/final exams.*
- Should you need verification, clarification or interpretation of any accommodation and your particular course please consult the SAS staff.