

FACULTY AND STAFF HANDBOOK

Implementing Accommodations in Your Classroom

The Disability Management System—Student Access Office has been charged by Duke University with the responsibility of determining if a student is disabled for purposes of the ADA and the Rehabilitation Act and if a student is eligible to receive accommodations. Request made for classroom accommodations must be authorized through the Student Access Office in accordance with our “Procedures for Requesting to be Considered for Reasonable Accommodations”. If you have questions regarding accommodations, please contact Dr. Emma Swain, Director, or Jim Baker, Disability Specialist, at the Student Access Office (919) 668-1267.

A student who is registered with the Disability Management System--Student Access Office (and thus eligible to receive accommodations) must arrange a meeting with his or her disability specialist/liaison to request accommodations each semester.

Undergraduate students meet with the Disability Specialist who prepares the Accommodations Letters. These letters are used as an introduction to the faculty and contain a list of the accommodations the student has been approved to receive.

The intention of the accommodation letter is to allow the best possible interaction between the faculty member and the student in arranging the delivery of accommodations. Accommodations are designed to provide access to courses.

Note: The Disability Specialist at the Student Access Office works with undergraduate students. The Disability Liaisons works with graduate and professional students at their respective colleges, schools and programs.

Students

1. It is the student's responsibility to request academic accommodations each semester. The student must schedule an appointment to meet with his or her disability specialist/liaison to arrange accommodations.
2. The student should come to the meeting prepared to discuss their semester courses. The student should also bring to the meeting a list of their professors' names and campus addresses (Duke Box #.) In addition, undergraduate students should bring the name and campus address (Duke Box #) of their academic dean.
3. The disability specialist/liaison and the student discuss each course and determine the courses for which each accommodation will be used.
4. For undergraduates, the student and the Disability Specialist complete, sign and date an Accommodations Request Form.
5. For undergraduates, the Disability Specialist writes and mails an accommodation letter to each of the student's instructors. The letter contains a list of the accommodations the student has been approved to receive. A copy of the letter is mailed to the student and to the student's dean.

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6. It is recommended that the student meet with each of his or her instructors early in the semester to discuss how his or her approved academic accommodations will be arranged.

NOTE: It is the responsibility of the student to initiate this discussion, giving the faculty member a reasonable amount of time (at least 1-2 weeks prior to a test/and or examination) to arrange the needed accommodations. The instructor cannot be held responsible for making arrangements if the student has not made his or her needs known at least 1-2 weeks in advance.

Faculty

1. Faculty members of undergraduate students and some graduate and professional students will receive an Accommodations Letter providing information about each student who is eligible for accommodations. The letter will contain a list of the accommodations the student has been approved to receive. (The letter will also provide information regarding the delivery of accommodations such as extended time, separate testing area, and use of note takers.)
2. If a faculty member believes that an accommodation listed in the letter would fundamentally alter the nature of the course or program, he or she should contact the SAO Director immediately at 668-1267.
3. Some students need print material in an alternative format. When a faculty member is contacted by a student and/or the Disability Management System--Student Access Office requesting information regarding required textbooks, reading materials and other reading expectations for an up-coming course, it is important that the information be provided immediately. It is also important that faculty submit textbook orders be submitted to the Duke bookstore on or before the bookstore deadline. In addition, a syllabus for the course may also be requested to facilitate obtaining and converting materials into an alternative format. It takes a considerable amount of time to obtain and convert materials into an alternative format.
4. If a faculty member is uncertain about how an accommodation should be implemented he or she should contact the SAO Disability Specialist (668-1267) or the appropriate Disability Liaison immediately.
5. Please be aware that all information regarding a student's disability is to be kept confidential.

NOTE: Students frequently approach faculty members with requests for special privileges such as extensions of due dates or alterations to assignments. Of course, faculty members have the right to respond to such requests, as they deem appropriate and to extend academic privileges to any of their students. Some students may have a request such as extended time to take exams because they have a disability. In these cases, faculty members should be aware that if the student has submitted appropriate documentation and has been approved for accommodations, the student's instructors will have received information from SAO (in the form of an Accommodations Letter) or will have been contacted by a disabilities liaison. If the student has not registered with SAO when such a request is made to a faculty member, the student should be referred to our office. Requests such as extended time are not accommodations for

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the purpose of the ADA and Rehabilitation Act, unless information to this effect has been received from SAO or a disabilities liaison.

To better serve students and to avoid confusion, faculty members often include a disability statement on their syllabus. For example, a statement might read:

Students with disabilities who believe they may need accommodations in this class are encouraged to contact the Disability Management System--Student Access Office at 668-1267 as soon as possible to better ensure that such accommodations can be implemented in a timely fashion.