



ACCOMMODATIONS: Faculty Responsibilities

- Direct students to contact Disability Services when students inquire about accommodations. Faculty shall not approach a student and ask if they need accommodations since college students are required to self-identify.
- Review the Accommodation Notification Letter presented by the student. They will treat the letter as the confidential document that it is and file in a secure place for the duration of the term that the student is in the class. The original is kept on file in Disability Services for record retention purposes.
- Upon receipt of the Accommodation Notification Letter, work with the student to implement the approved accommodations as they apply to the class (some accommodations are not applicable to online classes). Discussions with the student should be as private and discreet as possible to maintain confidentiality and avoid undue attention. Faculty will not ask a student what his/her disability is or ask to see documentation that establishes the presence of a disability, since verifying the need for accommodations is the responsibility of Disability Services and the Vice President of Academic Affairs.
- Understand that approved accommodations must be honored as noted on the Accommodation Notification Letter, but the content and rigor of the course must be maintained. Accommodations are for the purpose of equal access, but they are not intended to give the student an advantage over other students or make the course easier.
- Direct accommodation-related questions to the student and/or Janean Reish (Disability Services).

NOTE: *Clarendon College is committed to maintaining confidentiality regarding the accommodation process. Student disabilities/ accommodations are not discussed or shared between college employees unless there is a direct need to know. Students are also encouraged to maintain confidentiality by being cautious with whom they discuss or share accommodation information.*