

Faculty Resource Guide for Students with Disabilities

What is a disability?

According to the Americans with Disabilities Act (ADA), a disability is defined as a physical or mental impairment that substantially limits a major life activity including walking, seeing, hearing, speaking, working, breathing, learning and performing manual tasks, etc.

Some types of disabilities

- Attention deficit hyperactivity disorder (ADHD)
- Visual impairment
- Neurological conditions (seizures, etc.)
- Mobility impairment
- Hearing impairment
- Speech impairment
- Autism or Asperger's
- Learning disabilities (dyslexia, dysgraphia, dyscalculia, etc.)
- Other mental health conditions (depression, anxiety, etc.)
- Chronic health conditions

Services provided by the Academic Support Center (ASC) for students with disabilities

- ASC can provide consultation services for parents, faculty, staff, or students with questions about disabilities
- ASC has a network of referral sources where students can get a complete assessment done for a variety of disabilities
- ASC staff review the medical documentation and assign/approve academic accommodations the student may use
- ASC provides the student with an official letter outlining the academic accommodations that have been approved for that particular student. This letter serves as an official notice of the approval of academic accommodations
- ASC services for students with disabilities are limited to coordinating academic accommodations and ASC is not able to provide mobility support/assistance
- In order to receive disability services through ASC, students must present ASC approved documentation of disability, functional impairment resulting from the disability, and recommended academic accommodations by an authorized medical or mental health professional
- Academic accommodations may be limited by available resources
- ASC is not responsible for campus accessibility
- ASC reserves the right to deny academic accommodations to individuals based on availability of resources, invalid/incomplete documentation, failure to meet deadlines or follow ASC protocols, or other circumstances as seen relevant by ASC

How to recognize a student with a learning disability or ADHD

Students with visual, mobility, hearing, or speech impairments and those with chronic health disorders are very likely to already be aware of their conditions by the time they get to AUS. However, some students with learning disabilities or ADHD can go undiagnosed. Since faculty interact with students on a weekly basis, they are often the ones to recognize a learning disability in a student.

Here is a link to an interactive checklist created by the National Center for Learning Disabilities that you can use as a guide if you have concerns about a particular student having a learning disability or ADHD <http://www.nclد.org/learning-disability-resources/checklists-worksheets/interactive-ld-checklist> (please note that this is just a guide and is not intended as a diagnostic tool). If you find that a student exhibits several characteristics on the checklist, it would be helpful to refer the student to us so that we can help get a full evaluation done and provide the academic accommodations that the student would need in order to reduce the impact of his/her condition on academic performance.

How to refer a student to ASC

Now that you have made the decision that the student should be referred to the Academic Support Center, how can you make the referral? We have found that instead of us contacting the student directly, it is best when the faculty member discusses the situation with the student and encourages them to see us. As their instructor, you already have a relationship with them and can gently use examples from your observations to make the referral.

We recommend that you ask to speak with the student privately. During this meeting, share with your student your concern about his or her wellbeing. Use specific examples of concerning behaviors that you have observed. Listen actively and empathize with his/her struggle. Inform the student about our services and encourage them to see us for further assistance. If possible and if the student permits, call our office on the student's behalf while he or she is in your office to schedule an appointment or ask any questions.

Please remember that ultimately it is the student's responsibility to follow through on any suggestions or recommendations made by AUS staff and faculty. Neither the faculty nor the ASC can force a student to get an assessment done or to seek further help.

Follow-up to your referral

Upon request, ASC can let you know if a student you referred came in to see us. However, unless the student gives us his/her consent we cannot disclose the specifics of what was discussed with the student.

What happens in order for a student to be approved for academic accommodations?

In order for a student to be approved for academic accommodations, they have to provide a medical assessment report with a definitive diagnosis that meets the ADA's criteria for a disability. If their assessment was done outside of AUS, it has to be authenticated by the University Health Center (UHC).

During the process of authentication, the UHC verifies the credentials of the medical provider. Once we get the assessment report, we review it for approval and match the disability to the appropriate academic accommodations. A contract is written for the student outlining the approved accommodations. This contract is then approved by the student's Associate Dean and the Vice-Provost.

Once all the approvals are obtained, the student is provided with an official letter outlining their academic accommodations (picture below). The student is supposed to give a copy of this letter to each of their instructors during the first week of classes each semester or immediately after first getting the contract approved (new academic accommodations contracts are only approved till the fifth week of a regular semester). This letter serves as an official notice of approved accommodations.

Please note that ASC will not be notifying instructors directly that any of their students have a disability. It is the students' responsibility to inform their instructors by presenting them with the official letter in a timely manner. Faculty members can then work with the student to provide the approved accommodations. The most common accommodations are for additional testing time and/or a quiet testing space. If there are any questions, ASC is available to assist.

Dear Faculty/Instructor,

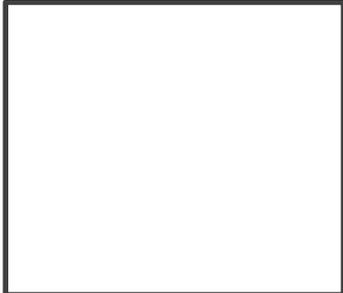
This is to inform you that your student [Click here to enter text.](#) (Student ID @[Click here to enter text.](#)), has been **approved by the Academic Support Center (ASC), Vice Provost, and the Associate Dean** of his/her school/college to receive academic accommodations due to a documented disability.

In order to be approved for academic accommodations through ASC, a student must have a documented disability that is impacting his/her learning and performance in classes. ASC requires documentation from authorized health personnel to verify disability. The student has granted consent for ASC to communicate with you regarding the presence of a disability (but not the specific type of disability), dates of services at ASC, and the academic accommodations he/she needs. The information regarding the specific type of disability is kept confidential through ASC; however the student may choose to disclose that information him/herself. The information that this student is entitled to academic accommodations is considered confidential information and is subject to the same restrictions as other confidential student academic information.

This student has been approved for the following academic accommodations:

Academic Accommodations listed here

Your assistance in implementing the above stated academic accommodations is requested, in accordance with the policies and procedures of your department and the rights of the student with the disability. Please do not hesitate to contact ASC with any questions or clarification. ASC can assist with the proctoring of exams and other accommodations for students with visual impairments.

ASC Advisor Information:	
Name: _____	
ASC SEAL Signature: _____	
Tel: _____	
Email: _____	
Effective from: _____	
Effective till: _____	