

FACULTY FREQUENTLY ASKED QUESTIONS

1. What is a reasonable accommodation?

A reasonable accommodation is an accommodation that must first and foremost be based on an individual's documented need. According to the law, a reasonable accommodation cannot produce "undue hardship" on the college. An undue hardship is defined as "an action requiring significant difficulty or expense" when considered with various other factors, including the nature and cost of the accommodation in relation to the size, resources, nature and structure of the college. Also, the accommodation cannot require a fundamental alteration of any essential aspects of the program. A member of the Accessibility Resource Center (ARC) staff would be glad to provide further specification and discuss these issues more fully with you.

2. We used to sign the accommodation letter and now we do not, so will the student need to make contact with me?

All accommodation letters are now electronically delivered to instructor with the student's request by contacting the ARC Directors. Students should meet with you to discuss the best way to implement accommodations in your class.

3. What types of accommodations are instructors required to make?

Faculty are required to make only the reasonable accommodations stated on an individual's accommodation letter. After the instructor receives the student's accommodation letter, the student is responsible for meeting with the instructor to discuss the accommodation arrangements for the particular course.

4. What if a particular accommodation is inappropriate for my class?

Professors are encouraged to contact ARC if they believe the requested accommodations are not reasonable or that they fundamentally alter the course. The ARC professional staff is available to consult with instructors to determine the primary functions of the class and what, if any, accommodations may meet the goal of providing reasonable access to the student without changing required course learning outcomes.

5. What should I do if I disagree with, or have questions regarding an accommodation?

Contact ARC immediately. Accommodations are designed to level the playing field for students with disabilities to receive equal access to educational experiences. The intent is not to compromise the essential components of a class. The ARC professional staff is available to consult with instructors to determine the primary functions of the class and what, if any, accommodations may meet the goal of providing reasonable access to the student without changing required course learning outcomes.

6. How do I refer a student that I suspect may have a disability to the Accessibility Resource Center (ARC)?

Students may be referred to the second floor of Hege Library for the Accessibility Resource Center. It then becomes the student's responsibility to seek out services.

7. What should I do if a student identifies him/herself to me as having a disability and I have no verification from the Accessibility Resource Center?

Refer the student to the ARC located on the second floor of Hege Library. Do not accept documentation or try to provide accommodations. The ARC is exclusively charged by the college to review a student's documentation and determine any reasonable accommodations that are to be made. We all need to follow the policies and procedures outlined or we expose ourselves and the College to potential legal action.

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8. **Are instructors required to alter test format (for example, the number of multiple choice questions, essay, short answers, etc.) or course standards for a student with a disability?**

No. All students, regardless of disability, are to be evaluated in the same manner. ARC determines and coordinates reasonable accommodations to ensure the exams are accessible to students with disabilities.

9. **If an individual discloses a disability midway through the semester, am I required to provide accommodations before a student has completed registration with ARC?**

Instructors are not required to make reasonable accommodations for disabilities before students register with ARC. Reasonable accommodations are determined by ARC based on the request of the student and need for accommodations based on supporting documentation. You will know a student has completed registration with ARC if you receive a copy of their 504 accommodation letter.

10. **If a student registers with ARC midway through the semester am I required to accommodate past assignments/exams, etc.?**

Accommodations are not retroactive. Reasonable accommodations begin after a plan is created with ARC and the 504 Accommodation Letter has been electronically submitted to the instructor based on the student's request via the TREE.

11. **What is the process for students to be proctored for alternative exams in the ARC once I have received the accommodation letter?**

The student should contact the ARC to establish a day and time to sign-up for each exam with the ARC a minimum of five (5) school days in advance or earlier if they have been informed of the exam.

12. **As a faculty member am I able to schedule an exam for a registered ARC student in my class?**

No. Students that have requested their 504 accommodation letter and it has been electronically submitted to the instructor have access to schedule their exams. It is recommended that once exam dates have been announced in the class or provided in the syllabus that students sign-up for all of their exams through the ARC.

13. **When ARC proctors exams for my students, how will ARC know what my proctoring conditions are for students in my class?**

Once a faculty member has received the ATA request from ARC that the student has signed up for an exam, an ATA form will be provided in the email allowing the instructor the opportunity to indicate any special proctoring conditions.

14. **Are faculty members able to email exams to ARC?**

Yes. Currently, exams may be emailed (accessibility@guilford.edu) once the student has signed up to take his/her exam at ARC. Exams may be emailed to the ARC once the student has requested to complete his/her exam at ARC and the ATA form has been completed.

15. **Do I need to schedule exams for students that are in my class with disability?**

No. It is the student's responsibility to sign up for all exams through with the ARC at minimum of five (5) school days in advance. The ARC recommends that all exam dates provided to the student the student so that that the student can sign up for his or her exams in advance.

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16. As the professor of the College can I call to inquire about one of my students?

Yes, ARC can share relevant information with professors when there is a legitimate need to know.

17. How do I maintain a student's confidentiality?

By law confidentiality is a right guaranteed to students with disabilities. This means that you as a faculty member may not single them out in class as a student with a disability. You cannot say things like, "Well, Jamie needs to take her test in the ARC alternative testing lab because she has a disability" or "John has a learning disability so he needs notes, can anybody see him after class to give him the notes?" You also cannot discuss the student with a disability, by name, with other instructors. Remember, the student chooses who he/she wishes to identify to and the faculty member you are talking to may not be one of them. Unless the student has given us express permission, the ARC staff cannot discuss confidential reports or testing with you, the faculty member. Without the student's permission, we cannot even tell you the student's particular disability, but merely share with you the reasonable accommodations that must be made on the student's behalf.

18. Where can I go to get more information and answers regarding students with disabilities and how to make my classroom accessible?

Faculty may contact the ARC many ways, including: ARC website, by telephone, email or by stopping by the ARC Office, located on the second floor of Hege Library of the Guilford Campus during regular business hours 8:30 a.m. – 5:30 p.m.

ACCESSIBILITY RESOURCE CENTER

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