

Student Accommodations Information for Faculty



Students with documented disabilities are entitled to reasonable accommodations designed to provide equal access.

Disability Access determines appropriate accommodations and creates the Faculty Accommodation Notice (FAN) that outlines the accommodations.



FACULTY ACCOMMODATION NOTICE (FAN) BASICS

- FANs communicate approved accommodations
- Disability Access provides the FAN as a PDF document to the student and course instructors
- Students are responsible for meeting with their course instructors to discuss the accommodations they plan to use for the course, and how these will be provided.
- Students are responsible for requesting a new FAN each semester by sending their course schedule to Disability Access.



FACULTY RESPONSIBILITIES WHEN A FAN IS RECEIVED

- Review the FAN and contact Disability Access if you have questions or concerns about the accommodations listed
- Communicate with the student about how the accommodations will be provided for your course
- Implement approved accommodations on FAN
- Keep a copy of the FAN to refer to throughout the semester

Note: Faculty are not required to provide accommodations that fundamentally alter the core requirements of the course.



ADDITIONAL FACULTY RESPONSIBILITIES

- Ensure students know about Disability Access by including information on your syllabus
- Refer students who self-disclose a disability to our office
- Notify the Disability Access Specialist if you see troubling behavior and/or academic distress
- Contact Disability Access with questions, concerns or suggestions



disabilityaccess@highlands.edu

