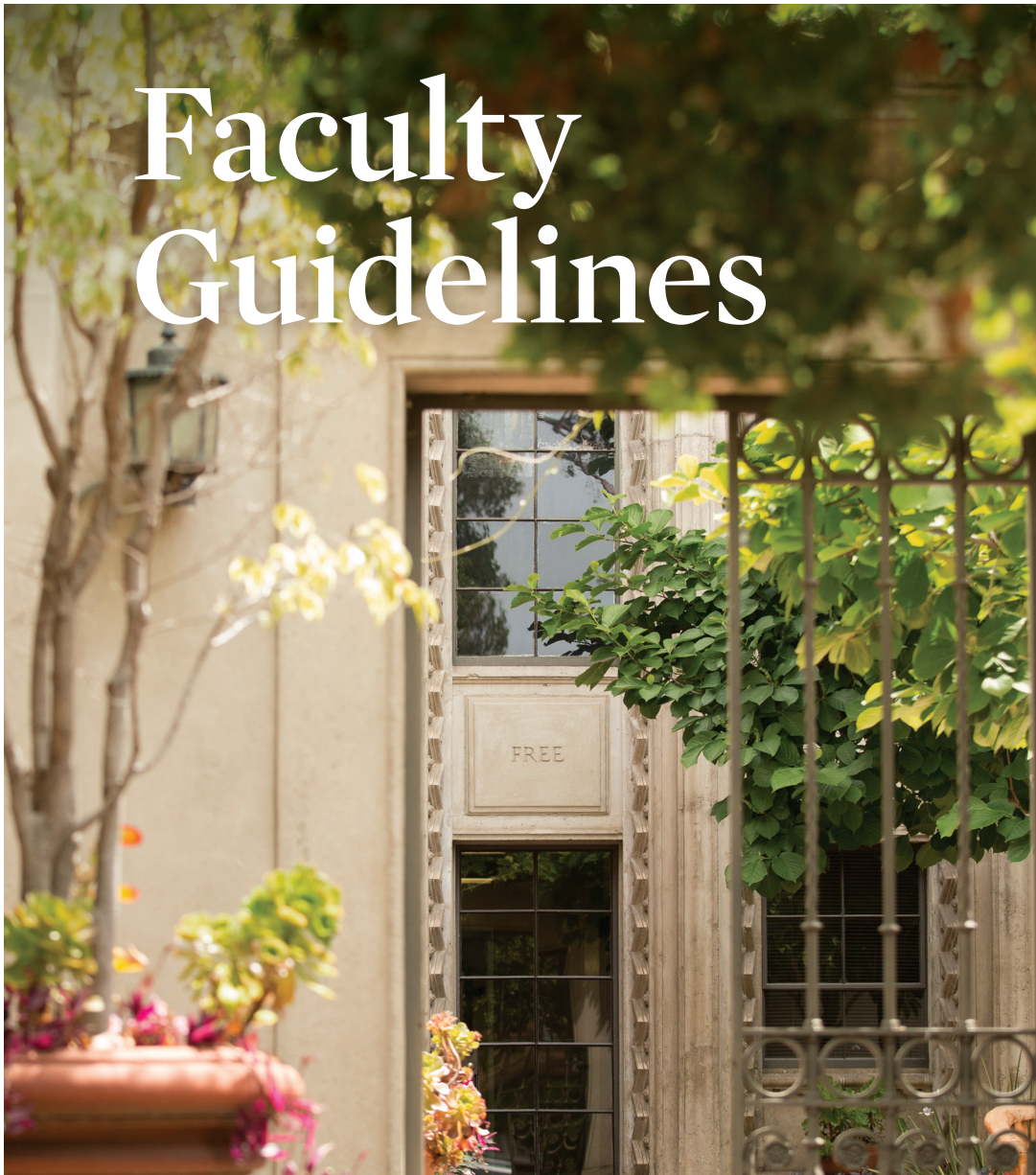
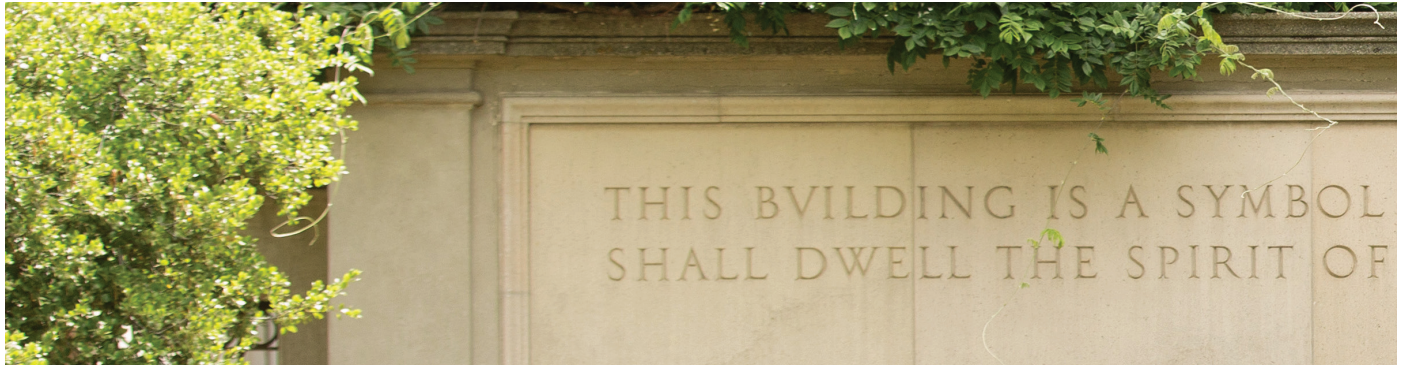


Faculty Guidelines





Resources

The Office of Disability Services (ODS) coordinates reasonable accommodations for students in collaboration with faculty and the Student Disability Resource Center (SDRC).

Our mission is to create an accessible community that strives to support students and faculty with the tools to achieve their educational goals.

In post-secondary settings, it is the student's responsibility to request accommodations, if desired. It is important to remember that not every student with a disability needs an accommodation. Furthermore, even though two individuals may have the same disability, they may not need the same accommodation.

Claremont Graduate University utilizes Accessible Information Management (AIM), a case-management and communications platform that offers data reports, file storage and shared faculty resources with the Claremont Colleges and Student Disability Resource Center.

Student Disability Resource Center

cuc.claremont.edu/sdrc

Center for Teaching and Learning

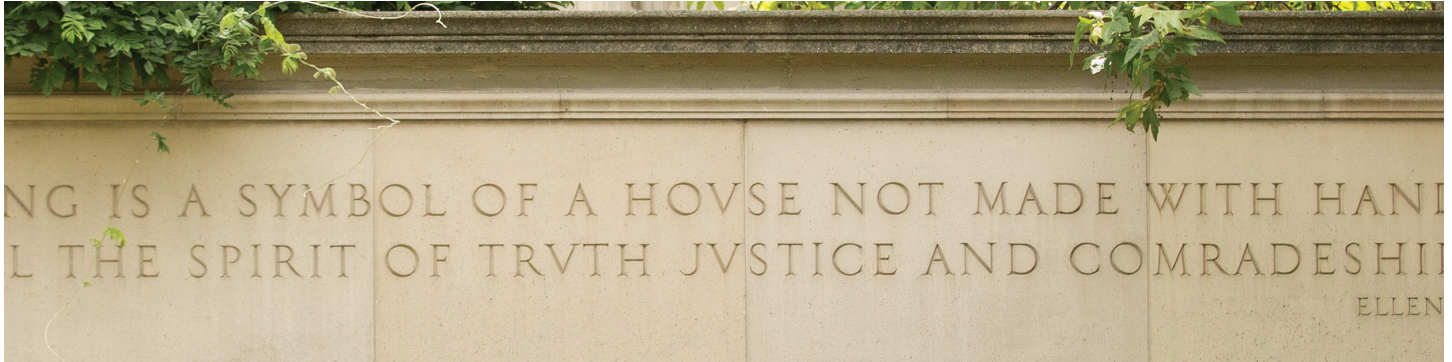
teaching.claremont.edu

Center for Universal Design

ncsu.edu/ncsu/design/cud

University of Washington's Disabilities, Opportunities, Internetworking, and Technology (DO-IT) — The Faculty Room

washington.edu/doit



Working With Faculty and Staff

Role of Faculty and Academic Department

- Review CGU's Non-Discrimination Policy
- Provide a syllabus statement
- Develop Universal Design methods to use inclusive instruction and accessible class material
- Clearly communicate Student Learning Outcomes to include attendance expectations
- Maintain communication with the student
- Keep confidentiality

ODS and SDRC Support Faculty by Providing

- Accessible formats
- Assistive learning devices
- Access to class lectures
Students who qualify for recording class lectures must notify the instructor if they plan to use this accommodation by providing a signed Recording Agreement.
- Access to audiovisual media
Only captioned media should be shown in class and assigned as course requirements. Consider requesting audiovisual media that are available in captioned form as you update your media libraries.
- Testing accommodations
Students who qualify for testing accommodations such as additional time and a quiet location will meet with their professors to decide on a mutually acceptable method of meeting this accommodation.

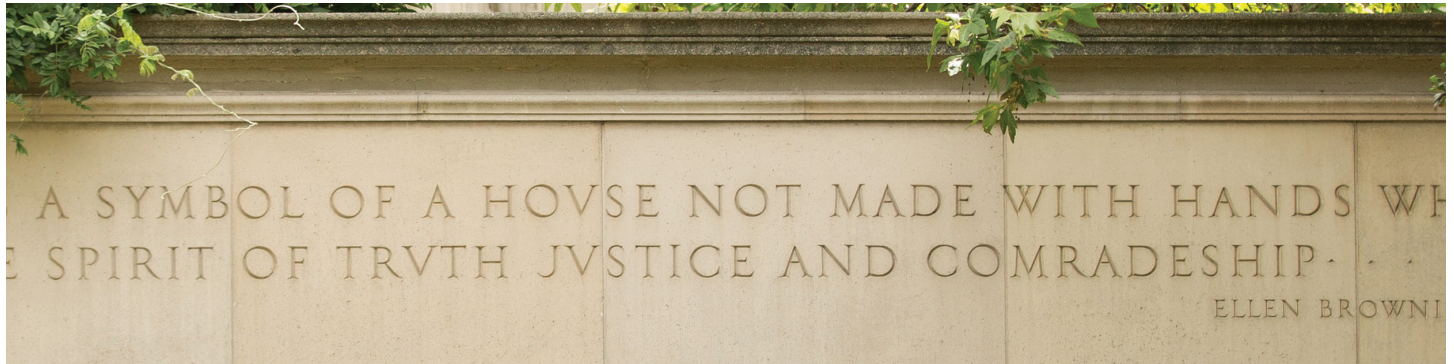


Syllabus Statement

Please include the following statement in any syllabi so that students are aware of how to make an academic accommodation request.

“CGU is committed to creating courses that are inclusive and accessible. If you would like to request academic accommodations due to temporary or permanent disability, contact the CGU Dean of Students and Coordinator for Student Disability Services at disability.services@cgu.edu or 909-607-9448. Reasonable accommodations are considered after you have conferred with the Office of Disability Services (ODS) and presented the required documentation of your disability to the ODS. Planning is essential, so please communicate to the ODS as soon as possible.”

If you feel that the requested adjustment requires a substantial change in the curriculum or alters any essential elements or functions of the course, please notify the ODS as soon as possible.



The Office of Disability Services

In accordance with guidelines proposed under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008 (ADAAA), Claremont Graduate University is committed to providing equal access to courses with reasonable accommodations for those with documented disabilities.

The Office of Disability Services (ODS) works in collaboration with the Student Disability Resource Center (SDRC) to support the goal of inclusion and full participation of students with disabilities.

Equal Access

The purpose of accommodations is to provide equal access for otherwise-qualified students with disabilities. The ODS determines appropriate accommodations and adjustments on a case-by-case basis.

We encourage input from the student in order to inform reasonable accommodations and to understand functional impacts of the disability on the student's ability to access courses, materials, programs, services, and activities.

CGU's procedure to identify as a student with a disability is based on guidelines provided by the Association on Higher Education and Disability (AHEAD).

Collaboration

Universities must be able to demonstrate an effective process and clear policies demonstrating university procedures. Providing access is a cooperative effort by the entire campus community. All academic offices and departments must be in compliance in order for the institution to be in compliance.

In some cases, the ODS will request input from faculty in order to consider unique characteristics of a specific course or program of study (performance-based standards associated with internship/fieldwork experiences).

All students must be able to meet essential academic, behavioral, and performance standards associated with a course or field of study.



Generally Requested Accommodations

The most commonly requested accommodations include:

- Extensions on exams and assignments
- Distraction-reduced room for exams and quizzes
- Recording devices
- Accessing course print and audiovisual material, lecture content, and tests
- Readers
- Flexible attendance requirements or schedule modifications

Please note that these are not automatic accommodations. Each student must qualify for each accommodation and is required to register with the ODS on a semester-by-semester basis.

**For more information please contact
the Office of Disability Services**

909-607-9448

disabilityservices@cgu.edu

cgu.edu/disabilityservices



Claremont Graduate University