

Faculty Role in Accommodations

Faculty play an important role in providing academic accommodations for eligible students with disabilities. Disability Access Services (DAS) determines if an accommodation is reasonable. Once a determination is made by DAS, faculty are responsible for implementing those determined accommodation plans in the classroom environment. Accommodations are intended to allow disabled students equitable access to the College environment. Accommodations should not fundamentally alter the nature of a course or compromise essential course requirements.

To determine whether or not an accommodation would fundamentally alter your course, program or activity, your input as the instructor is necessary in this determination. Therefore, DAS staff may reach out to you to discuss your course in order to understand essential course requirements.

Students eligible for academic accommodations must request that DAS send faculty of their choice electronic accommodation letters via email each semester. Students are responsible for requesting that these letters be sent each semester, for each class they want their approved accommodations to be implemented. If you receive requests for academic accommodations but have not received an accommodation plan, you should request that students contact DAS to have their letter sent to you. Generally, students should arrange to have their accommodations letters sent prior to the implementation of accommodations.

Faculty are required to follow the accommodation plans they receive. If there are any questions or concerns about accommodations, please contact DAS @

In general, faculty should:

- Announce that accommodations are eligible at the onset of courses and/or include information about accommodations on the syllabus (see [Model Syllabus Statement](#))
- Refer students with questions about accommodations to DAS
- Protect student confidentiality:
 - Treat disability-related information, including accommodations, as confidential
 - Do not ask students questions about the nature of their disability
 - Avoid talking about accommodations in front of the class; do so privately
- Work with DAS on implementation of accommodations or questions and concerns

For specific accommodations:

- Testing: faculty should provide testing accommodations as described on accommodation letters, if possible. If faculty are unable to do so, they can contact DAS to coordinate proctoring services (ideally a week in advance of an exam).
- Accessible course materials: faculty should work with the Accessible Technology

Specialist in DAS to arrange accessible course materials (accesstech@bard.edu). Faculty can fill out the Faculty [Accessible Material Request Form](#), located on the [Faculty Resource Page](#), to have the Accessible Technology Specialist look over any course materials. Priority will be given to students who are in need of this accommodation and to faculty with those students enrolled in their courses.

- If a student in your class requires accessible course materials as an accommodation, we will reach out to you in advance of your class to coordinate.

Please see specific information about accommodations on the [Faculty Resources webpage](#).