What Ability Services CAN DO:

1) Provide reasonable accommodations for students who have completed the eligibility process. Each semester, students request Faculty Notification Letters (FNL) be emailed to their professors. Communication regarding how the student anticipates using their approved accommodations will be an interactive process between the student and instructor. Accommodations should be requested by the student in a timely manner at any time during the semester.

2) Promote strategies for self-advocacy.

3) Problem-solve with faculty and staff about accommodation concerns.

4) Provide education and training to students and staff.

5) Hold and collect confidential medical documentation from off-campus clinicians.

6) Build skills by promoting independence and self-determination.

7) Provide a safe space for students.

8) Work with local school districts to educate high school students with disabilities.

9) Promote campus offices and resources to prospective students.

10) Collaborate with campus partners to promote diversity initiatives.

11) Offer disability training and professional development opportunities for faculty and staff.

12) Address institutional disability areas of concern and opportunities for growth.

What Ability Services CANNOT DO:

1) Cannot grant accommodations immediately.

2) Cannot do anything spontaneously; appointments and accommodations take time.

3) Cannot offer temporary accommodations- (less than 6 weeks, unless the condition is considered severe)

4) Cannot provide mobility apparatus (wheelchair, scooter, crutches, golf cart transportation)

5) Cannot approve a parking pass for a student to a more accessible location (i.e. Move parking from pay lot 3).

6) Cannot provide testing or notes to students who are not registered as a student with a disability.

7) Cannot offer unlimited test time.

8) Cannot provide audiobooks to students who do not have a disability.

9) Cannot provide permission to record lectures based on language barriers and not disability related barriers.

10) Cannot accommodate make-up testing for students without a testing accommodation.

11) Cannot change a course curriculum.

12) Cannot provide academic advising, such as course recommendations.

13) Cannot provide financial aid assistance.

14) Cannot review homework assignments. But we can provide you guidance to writing centers and tutoring services.

15) Cannot terminate campus contracts such as housing or dining.
What Faculty CAN DO:

1) Provide students basic information on the Ability Services Office.

2) Encourage the student to share how you can support them in the class.

3) Acknowledge student requests to use their accommodation and communicate any concerns to the student and/or the Ability Services office if necessary.

4) Recruit a classmate to fulfill a note taker accommodation request. The student’s identity should remain confidential and the note taker should contact Ability Services with the course and folder number noted on the request form. Ability Services staff will support both the note taker and student once someone has offered to share their lecture notes.

5) For Service Animals, you may only ask the following questions of the student:
   a) Is the animal needed as a result of a disability?
   b) What type of tasks is the animal trained to perform?

   Emotional Support Animals (ESA) are not allowed in the classroom.

6) Be transparent and clear with students about their options in the class. (example: If it looks as though it will be very difficult for them to pass the class, inform them). Students typically want to know their options and start identifying what they need to do to continue in their courses.

7) Fail a student with accommodations. Accommodations merely provide equal access and opportunity for the student to show what they know. Accommodations do not guarantee a student will finish a test, nor guarantee the student will be successful in the course.

8) Encourage students to use their approved accommodations in the course. Their eligible accommodations are listed on their Faculty Notification Letter (FNL) which is emailed to each instructor before a student can request an accommodation.

9) Avoid making assumptions about the student’s ability.

10) Invite our office to do a short presentation for your department or classes to notify more of the campus community of our office supports for both students and faculty.

What Faculty CANNOT DO:

1) Cannot ask a student if they have a disability.

2) Cannot require the student to share information about their disability after receiving their list of accommodations.

3) Cannot outwardly disclose the student’s disability to the class (ex: stating “Joey Johnson needs notes, can someone be a notetaker?”).

4) Cannot offer accommodations that are not listed on the student’s Faculty Notification Letter.

5) For Service Animals, you cannot ask for any documentation or information from the student. A Service Animal is their right as a person with a disability, recognized by Americans with Disability Act and Department of Justice.

6) Recognize accommodations are not retroactive.

   You can do this, but understand that by doing so, you should offer similar opportunities to all your students based on the information you now have. The Ability Services office cannot offer any accommodations to allow a student to make-up missed work or retake tests.

7) Cannot alter or change an essential element of the course or program to accommodate a student.

8) Cannot anticipate how the student is going to use an accommodation. It’s best to wait for the student to make an outward request to either use an accommodation or ask for support referencing an approved accommodation.