

Faculty Notification Letters

Introduction

- After the Academic Support and Access Center (ASAC) determines and approves reasonable accommodations for a student, the student can request the use of their approved classroom accommodations by sending their professor a Faculty Notification Letter via email.
 - This Faculty Notification Letter will replace emails sent by the Associate Director of Disability Support.
 - Through the Faculty Notification Letter, students (not the ASAC team) are now responsible for notifying their professor of the classroom accommodations they would like to use in each course.
- Professors can also view all their Faculty Notification Letters on the Overview Page in the [ASAC Instructor Portal](#).
- WCL students may also choose to inform professors of their testing accommodations, but the student is not required to share this since professors have no formal role in exam administration. There is no action needed by the professor if the student does inform them of a testing accommodation.
- Certain accommodations (e.g. Flexible Attendance, Extended Deadlines) require careful consideration beyond ASAC approval. If deemed reasonable, the faculty and student must outline and sign a Flex Plan Agreement. This agreement will be completed through and saved on file in the ASAC Instructor Portal and is viewable for the student, faculty, and Associate Director
 - Please know WCL Disability Support is available as a resource.

Information Included in the Faculty Notification Letter

- The Top Body of the email notes the student's name, semester, course name and number, assigned ASAC team member, and important ASAC information.

NAME - TERM - CLASS

Letter of Accommodation: This Memo Includes Confidential Information

NAME has documentation of a disability on file at the Academic Support and Access Center (ASAC). The student is eligible to receive reasonable accommodations ("accommodations") in your course based on their documented disability. For answers to frequently-asked questions about accommodating students in the classroom, please refer to Working with Students with Disabilities on our website, <https://www.american.edu/provost/academic-access/>, under Faculty Resources.

- The Middle Body of the email contains the approved accommodations the student is requesting for your course.

Below is a list of accommodations the student is approved to receive in your course.

1. Accommodated Testing

- *Extended time on in-class timed assessments: 1.50x*

2. Alternative Formats

- *E-Text*

- Additional Faculty Notifications inform the faculty of additional disability-related needs of the student (i.e. physical access needs in the event of an emergency)

Additional Notifications Regarding Student:

1. Instructions for Emergency Evacuation

In the event of an emergency and/or if evacuation assistance is required, please call AU University Police Emergency Number at 202-885-3636.

- The Bottom Body shares additional important information. The ASAC team member's name and email and the ASAC's contact information are listed.

American University faculty and students have responsibilities with respect to the effective provision of accommodations. The faculty is responsible for providing the approved accommodations; students and faculty members should communicate with one another to discuss how the accommodations will be implemented. The ASAC strongly encourages the student and faculty member to meet privately and as soon as possible in the semester to discuss these accommodations. Please respect and keep in mind the student's disability status is confidential and protected under applicable law and University policy; information related to the student's disability status and/or accommodation should be handled in a manner that protects from inappropriate disclosure and maximizes a student's privacy. In addition, it is the student's decision whether to share specifics about their disability with any faculty member.

If an accommodation is not on this letter, it has not been approved by the ASAC. If you believe an accommodation will modify essential requirements or educational outcomes of your course, pose an undue hardship, and/or have questions or concerns about the accommodations or their implementation please contact me, Rebecca Little, relittle@american.edu, as quickly possible.

The ASAC is committed to providing accommodations to students and information, resources, and support to faculty. By working together, we can be certain the students' needs are met without compromising the goals and requirements of your course. At any time, a student and/or faculty member may request support from a student's ASAC staff member regarding accommodations.

We look forward to working with you this semester and thank you for your partnership.

Sincerely,

Rebecca Little (Email: relittle@american.edu)

- A student's approved eligibility may change over the course of a semester. If faculty receive another Faculty Notification Letter in their email, accommodation changes are displayed as "Updates to the accommodation requests for this course" and notes which accommodations have been canceled and appear as "Accommodations Removed".

Updates to the accommodation requests for this course

New Accommodations:

- Opportunity to take breaks during class
- Preferential Seating

Accommodations Removed:

- Extended time on in-class timed assessments: 1.25x