

Disability Services Syllabus Information

(A PDF of this information is available on the [Resources for Faculty page](#).)

Please include the following information in your syllabi as a means of assisting students with disabilities. This syllabus statement was last updated in August, 2015.

If you have specific physical, psychiatric, or learning disabilities and require accommodations, please contact the Disability Services Office as early as possible so that your learning needs can be appropriately met. For more information, go to ds.georgefox.edu or contact Rick Muthiah, Director of Learning Support Services (503-554-2314 or rmuthiah@georgefox.edu).

Please pass this information along to any adjunct instructors who might not be getting information that full-time faculty are receiving.

About the process

I (Rick Muthiah) meet with a student who request services and review the student's documentation of a disability. I then generate an email to his or her instructors. The email includes accommodations that I've deemed appropriate for the student based on documentation and the individual student history. Until you receive such an email, no accommodations should be expected from you (and you should not provide adjustments that you wouldn't offer to any student). If a student indicates that he or she has a disability but you haven't received a notification from the Disability Services Office, please direct the student to me. Please maintain the student's privacy by not discussing the student's disability status in public.

Faculty information

The following paragraph comes from the University's policy statement on students with disabilities (http://www.georgefox.edu/offices/disab_services/policies.html):

“George Fox University is committed to providing equality of opportunity and meaningful access for qualified students with physical, psychological, attentional or learning-based disabilities in compliance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student with a disability at George Fox University is someone who, with reasonable or no accommodations, is capable of meeting George Fox's academic standards.”

Contact the Disability Services Office if you believe an accommodation would fundamentally alter the objectives of an assignment, course, or program; we can work together to arrive at an appropriate solution.

Accommodations are not retroactive. For example, if an exam was given before you received the notification email from my office, you have no obligation to give the exam again with the requested accommodations.

Students requesting accommodations or adjustments based on a disability should work through the Disability Services Office. Providing accommodations to a student who has not followed the formal registration process (without making the accommodation available to all students) could make the instructor and the institution susceptible to complaint.

If you have any questions, please contact Rick Muthiah (503-554-2314, rmuthiah@georgefox.edu).