

Disability & Accessibility Services Syllabus Information

(This information is available on the [Resources for Faculty page](#).)

Include the following information in your syllabi as a means of assisting students with disabilities (**updated January, 2021**).

Accessibility and Disability

If you have specific physical, psychiatric, mental health, or learning disabilities and require accommodations, please contact Disability & Accessibility Services as early as possible so that your learning needs can be appropriately met. For more information, go to georgefox.edu/dso or contact das@georgefox.edu.

Consider including a statement such as this in your syllabi or other class communication (**updated June, 2018**):

My desire as a professor is for this course to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning systems. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

NOTE A NEW RESOURCE: The AIM Faculty Portal is available **as an option** for faculty who want a more central way to view their students with accommodations. Instructors will still receive emails regarding students in their classes who have been approved for accommodations, but can also use the AIM Faculty Portal to students by class, to view accommodation notifications, and to upload exams. See these [written instructions](#) or the [video instructions](#) (about 9 min. long).

About the process

A member of Disability & Accessibility Services meets with a student who requests services and reviews relevant documentation of a disability. The Disability & Accessibility Services office generates an email to the student's instructors, including accommodations I have approved 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 Disability & Accessibility Services, please direct the student to us. Maintain the student's privacy by not discussing the student's disability status in public.

We ask students to contact their professors to discuss accommodation requests, but we also ask professors to reach out if the student hasn't made contact. The student's request for accommodations is initiated by them, so professors are not overstepping privacy by asking for a conversation. The conversation should center around the accommodations, not the diagnosis that leads to accommodations. Professors should not inquire about the diagnosis, though the student might voluntarily disclose their diagnoses.

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 Disability & Accessibility Services 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 Disability &

Accessibility Services. 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.

Take a few minutes to review [Disability Services: Ways Faculty can Support Students with Disabilities](#), which includes information about accessibility for different academic activities or for various disabilities.

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