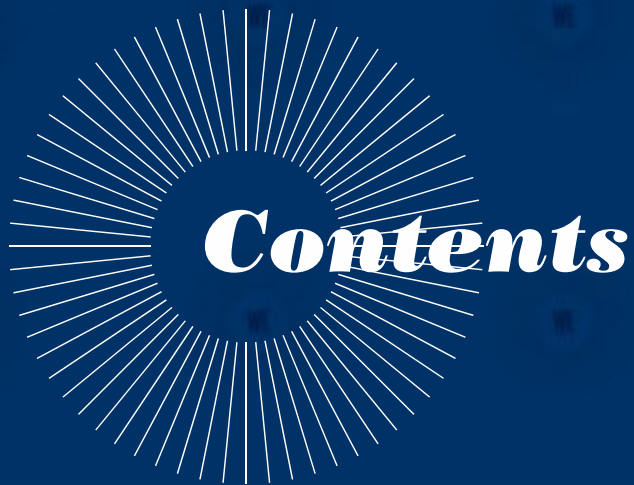




UNIVERSITY
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A Guide For Instructors & TAs: Student Accommodations





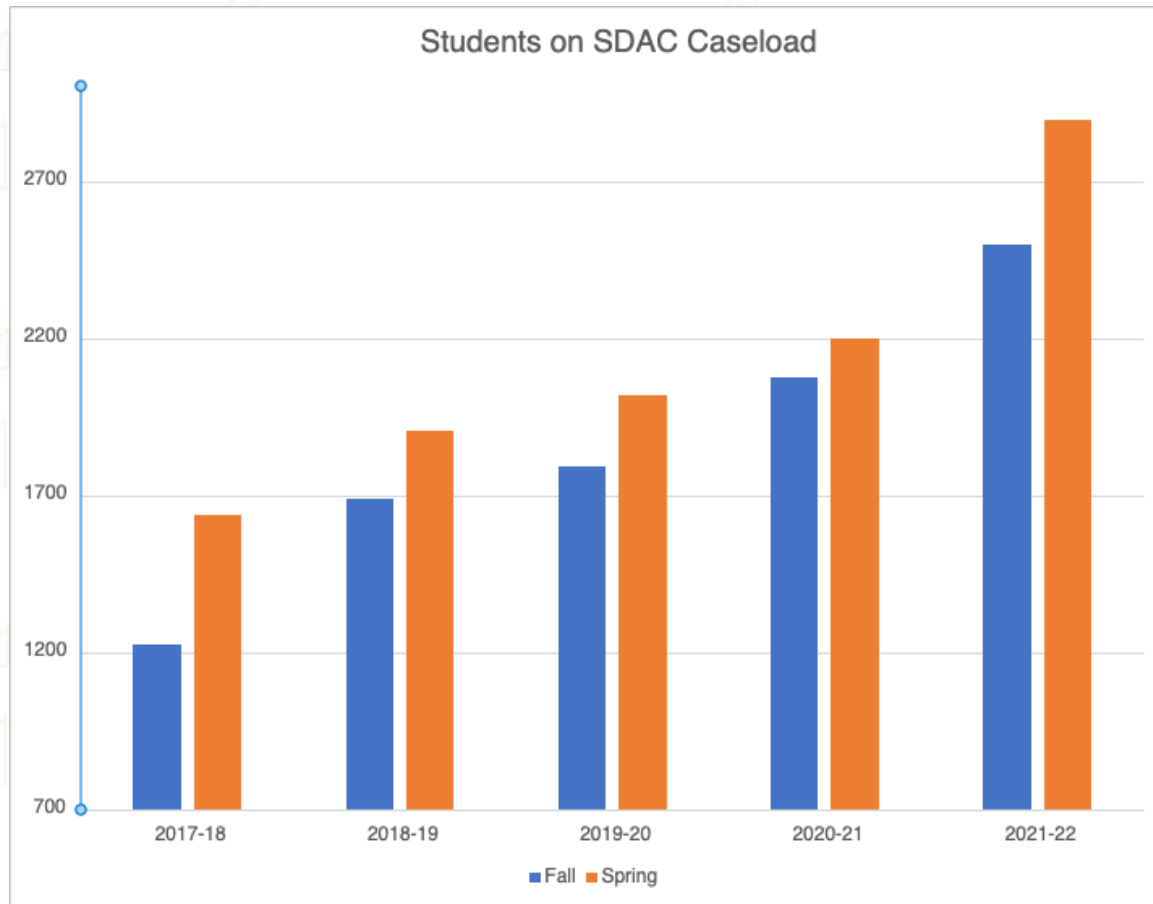
During this session, you will learn about:

- What is SDAC?
- The student accommodation process – and the instructor's role in this process
- Examples of common academic accommodations
- Other important information
- Key take-aways and

What is SDAC?

The Student Disability Access Center (SDAC) is the primary resource for students with disabilities. SDAC works with faculty and other University offices to secure reasonable accommodations that are individualized for each student.

Caseload Size



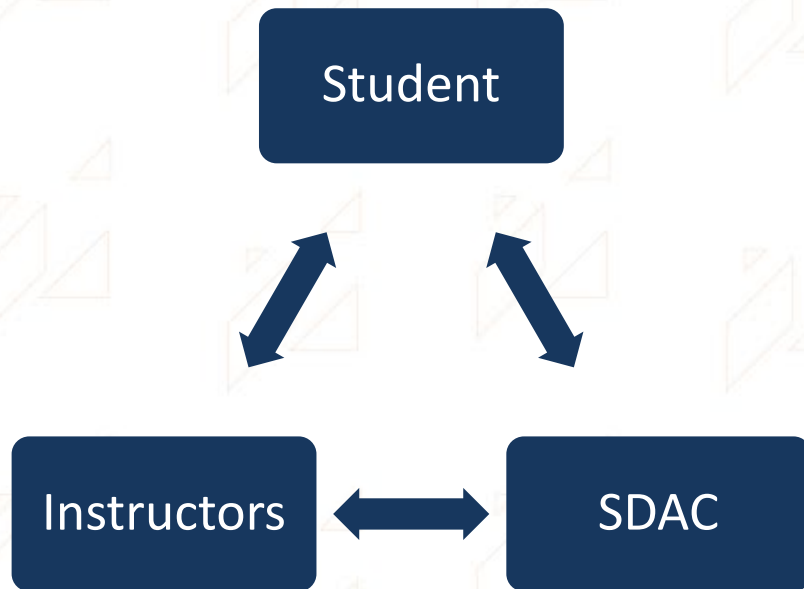
Common Diagnoses

Category	Percentage of Caseload
Psychological	31.7%
AD/HD	23.2%
Learning Disability	14.9%
Chronic Illness	13.9%
Physical/Mobility	4.3%
Head Injury	4.0%
Autism Spectrum	3.5%
D/deaf/HOH	3.0%
Vision	1.9%

Quick Overview of Accommodation Process

1. Student **applies for SDAC services** and submits any necessary **documentation** to establish eligibility for SDAC services
2. SDAC and student engage in the **interactive process**
3. Eligible students may be approved for “**accommodations**,” which are academic adjustments and auxiliary aids and services that are necessary to afford students with disabilities an equal opportunity to participate in the University’s programs and activities.
4. **Faculty Notification Letters of accommodation are sent via email.**

The “Interactive Process”



Simply put, when a student requests accommodations for a disability, that initiates the “interactive process.”

The interactive process is an ongoing engagement between the student, SDAC, and the instructor, as needed, to determine reasonable academic accommodations in the student’s courses.



Instructor Role

The Instructor's Role

- You are a crucial component of the student accommodation process!
- Sometimes students may first disclose their disability status to you, rather than going through SDAC. Should this happen, it is important to immediately refer them to SDAC.
- Expect that almost 11% of the students in your course may qualify for services through SDAC, although not all will choose to disclose their disability status. (This is why Universal Design Learning, discussed later, is important!)

The Instructor's Role



- **Faculty Notification Letters** will be sent to you via email by the student, so be on the lookout. They are sent throughout the semester, not just in the first few weeks.
- If you elect to provide an accommodation that is not supported by a Faculty Notification Letter from SDAC, make clear in an email the voluntary nature of the accommodation. Moreover, understand that you may be establishing that it would be a reasonable accommodation for your course for this -- and other students.

A Sample Faculty Notification Letter

[SDAC] Jane Austen - SDAC 1010.100 - TEST CLASS (CRN: 00000) - Notification of Accommodation J Term 2021



○ Virginia - University of Virginia <noreply@yukon.ac...
on behalf of

Wednesday, January 13, 2021 at 11:11 AM

✉ Barbara Zunder <bz4e@virginia.edu>

To: ✉ Zunder, Barbara (bz4e) ^



Student Disability Access Center

Confidential Information

J Term 2021 - SDAC 1010.100 - TEST CLASS (CRN: 00000)

Jane Austen (bzunder@virginia.edu) has submitted appropriate documentation and followed intake and eligibility requirements under the guidelines of federal legislation, specifically the Americans with Disabilities Act as Amended, and Section 504 of the Rehabilitation Act of 1973. In accordance with University of Virginia policy the student has been approved for the following formal academic accommodations:

1. Alternative Testing

- **Ability to Take Breaks**
- **Enlarged Exams**

Upon request, student will receive a copy of the exam in an enlarged format. SDAC will typically format the exam, but it will require the instructor to give SDAC an advanced copy of the exam (typically a minimum of 3 days of lead time).

- **Exam Reschedule**

Many students have a disability-related need to slightly shift the date of an exam. If there is a disability-related need to do so, the student is expected to give as much notice to the faculty and/or SDAC as possible before rescheduling an exam. It is typically recommended that they take the exam within a reasonable amount of

A Conversation w/ the Student

- While SDAC encourages students to follow up with the instructor to request a conversation after emailing the Faculty Notification Letter, this may not always happen. Instructors are encouraged to reach out to the student to initiate this conversation to ensure that they understand how to best accommodate and support the student with a disability.

SDAC Consultations

- Sometimes, you may have questions about accommodations that are recommended in the Faculty Notification Letter. When that happens, call or email SDAC immediately for clarification or guidance.
- Most of the time, there is an easy answer or solution to your question. Other times, we may need to engage in a “deliberative process.”

The Deliberative Process

- If you believe an accommodation would fundamentally alter the nature of your course or lower academic standards, we must seek broader input to discuss your concerns and to ensure that accommodations are not denied unilaterally. This is accomplished by convening a group of knowledgeable persons to give thoughtful consideration of the request and possible alternatives.
- It is essential that this process occur in a timely manner, so please contact SDAC immediately with any questions/concerns.

The Deliberative Process

The group may include the following:

- Instructor
- SDAC
- Knowledgeable representative(s) from your department (often the chair or a faculty member who is familiar with the course in question).
- Sometimes we may ask other appropriate University personnel, such as the ADA Coordinator, to attend as well.

An Important Resource -- The SDAC Online Portal!

Instructors have access to the [SDAC Online Portal](#). By using your Netbadge username and password, you can:

- View a list of students with disabilities in your course with SDAC-approved accommodations.
- If applicable, learn the name of the student volunteer providing notetaker services.
- Submit your proctoring instructions for exams, if utilizing SDAC proctoring services.

A Word on Confidentiality

Instructors must maintain the confidentiality of all disability-related information, including Faculty Notification Letters and any communications (paper or electronic), at all times. To that end, please do not ask students to disclose their diagnoses or provide medical notes and do not disclose a student's disability status to others, orally, by email, or otherwise.

Tips for Ensuring Confidentiality

- Do not leave student disability-related information visible on your computer or in any printed format that others can see.
- Refrain from discussing a student's disability status and necessary accommodations within hearing range of fellow students, faculty, staff, or others who do not have an "educational need to know."
- Do not assume that students registered with SDAC are aware of other students' disability status.

More on Confidentiality

In addition to fulfilling legal and University requirements, maintaining a high standard of confidentiality serves to maintain an environment in which students with disabilities feel respected, safe, and protected.

UVA takes breaches of confidentiality very seriously and the intentional or reckless failure to protect confidentiality may violate University policy.

Quick Recap

- Regularly check your email for any **Faculty Notification Letters**.
- Proactively follow up with students to acknowledge receipt of these letters and to collaborate on how these accommodations may be implemented in your course.
- Contact SDAC immediately for clarification, questions, or to initiate the deliberative process, if needed.
- Keep the student's disability status confidential.



Common Accommodations

Exam-Related Accommodations

Often, the recommendation is for extra time on exams and/or a reduced-distraction testing environment. You can proctor these exams, or with a little planning, SDAC can proctor them for you.

A reduced-distraction environment means that the student needs to take the exam in an area that is reasonably quiet with low stimuli.

Peer Notetaking Services

- If you receive a letter indicating SDAC has approved student peer notetaking services in your course, SDAC will need your assistance in recruiting another student in the course to upload a copy of class notes every week to the SDAC online portal. If there are multiple students with this approved accommodation in your course, the same notetaker may be used. If you have any questions, please contact SDAC.
- SDAC asks instructors to either identify individuals or make an announcement to the class (without identifying those approved for this accommodation). Individuals also can [apply online](#) to be notetakers via the SDAC online portal.

Permission to Audio-Record Lectures

- If a student is approved to audio-record lectures as an accommodation, this is an allowable exception to [UVA Policy PROV-008](#). The student may record the lecture using an electronic device (e.g., computer, tablet, Smartpen) and must delete the recordings at the end of the semester following completion of all course requirements. An allowable exception only applies to the student with the accommodation, not to other students in the course.
- Where permission to audio record has been granted, the instructor should make an announcement so that students are aware (without identifying the student receiving this accommodation).

Reasonable Modifications

Reasonable Modification of: 1) Course Attendance Policy, and 2) Modification of Assignment Deadlines

We tend to approach these two accommodations in a similar fashion, despite one being about attendance and the other being about deadlines. SDAC recognizes that each course, student, and situation will be different. To that end, SDAC has created some [clarification and guiding questions](#), as well as a separate [tutorial](#) on our website to address the nuance of these two accommodations.

Accessible Course Documents

- Accessible course documents are essential for students with print-related disabilities, and SDAC will need instructor assistance to gain access to the course materials. This could mean providing an advanced copy of your syllabus, information about required reading, or granting SDAC access to the course learning management site, such as Collab or Canvas.
- Instructors can further assist this process by determining their course materials and textbooks as early as possible to allow SDAC access and sufficient lead time to create alternative materials, if needed. Support is available to you from the [Coordinator of Academic Accessibility](#).



Other Important Information

Sample Syllabus Statement

Instructors are required to incorporate information for students with disabilities in their syllabi. One example is shown here; for more examples, go to the [SDAC website](#).

UVA is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning in this course, please feel welcome to discuss your concerns with me. If you have a disability, or think you may have a disability, you are encouraged to contact the Student Disability Access Center (SDAC) to request accommodations. You can find more information about SDAC, including how to apply for services online, through their website at sdac.studenthealth.virginia.edu. If you have already been approved for accommodations through SDAC, please make sure to send me the Faculty Notification Letter and meet with me so we can develop an implementation plan together.

Universal Design of Learning (UDL)

- UDL is a way of teaching that ensures all students an equal opportunity to learn. At its core, UDL means that an instructor designs learning experiences in flexible ways to meet the needs of individual learners. When you design your course to be accessible to learners with disabilities, you make the course more accessible to ALL learners.
- More information on UDL can be found through UVA's [Center for Teaching Excellence](#) or resources like [CAST](#) or [Do-It.](#)

The background image shows a healthcare professional, likely a nurse or doctor, wearing a white lab coat and gloves, focused on a patient's arm. The scene is bathed in a warm, orange-red light. On the left side, there is a dark blue geometric overlay consisting of a large triangle and a semi-circle with radiating lines, resembling a stylized sun or a modern logo.

Take-Aways and Further Resources

Key Take-Aways

- Refer students to SDAC if they are not already connected.
- If you receive a Faculty Notification Letter and either require clarification or question your ability to implement any listed accommodation, immediately contact SDAC.
- Do not unilaterally deny an accommodation. Be responsive to the student but, where there are questions, promptly seek advice and consultation with SDAC is necessary.

Additional Resources

- [SDAC](#)
- [SDAC Procedures and Guidelines for Student Accommodations](#)
- [HRM-009: Preventing and Addressing Discrimination and Harassment](#)
- [HRM-010: Preventing and Addressing Retaliation](#)
- [UVA Office for Equal Opportunity and Civil Rights \(EOCR\)](#)
- [UVA Accessibility Resources](#)
- [Coordinator of Academic Accessibility](#)
- [UVA Library Media Accessibility Resources](#)
- [UVA Collab Help - Video Guide](#)
- [Sample Course Syllabus Statements](#)
- [Report A Barrier \(Disability\)](#)
- [IRM-008: University Information Technology Accessibility](#)