

Essential Faculty Guidance for Coordinating Disability Access: Essential Faculty Need to Know About the Course Accessibility Letter (CAL):

- **Timing of Letter Request and Accommodation Implementation:** Students connected with SAS can request Course Accessibility Letters (CAL) with accommodation information to be sent to professors at any time. However, faculty and SAS reserve the right to require reasonable notice to apply accommodations.
- **Faculty Contact with Students:** Faculty are not required to contact students upon receipt of the CAL but may choose to do so. The professor may also choose to wait until the student or SAS contacts the professor to discuss a specific accommodation after the CAL is sent.
- **Facilitate Accommodations When Reasonable:** Some accommodations on the CAL are reasonable under most circumstances and will be facilitated as long as established procedures are followed. Extra time for tests is the most common example.
- **Contact SAS When Necessary:** Some accommodations on the CAL require discussion between SAS and faculty to determine the extent to which the accommodation is or is not reasonable for a course. Faculty can initiate discussion with SAS as necessary, since SAS will not always be aware of the possible issue.
 - The most common examples would be adjustments to attendance policy for medical reasons, alternatives to course presentations as an accommodation, and use of a calculator on exams when not available to all students.
- **Not All Accommodations Will Apply:** Some accommodations on the letter will not be applicable for your course because the design of the course does not warrant the need for the accommodation. An example would be where extra time for tests is listed as an accommodation but the class does not include exams as part of the grade.
- **Do Not Deny Accommodations Without Contacting SAS:** While professors are not expected to facilitate an accommodation that does not seem appropriate, professors must not deny any listed CAL accommodation without consulting with SAS first. The ultimate goal is access, not applying a specific accommodation. If an accommodation is not appropriate because it would fundamentally alter the nature of the course experience, then other accommodations or means of access need to be considered to the extent possible
- **Faculty Feedback is Essential to the Process:** SAS wants to understand faculty questions and concerns. We value the faculty partnership. Contact SAS with any questions about an accommodation or its intent, related procedure, or applicability to the course.