
Faculty Rights and Responsibilities

Faculty members **have the right** to:

- Request verification of eligibility for accommodations with the Student Success Center
- Request clarification on the reasonableness of an accommodation
- Consult with the Student Success Center about students as appropriate
- Expect students with disabilities to meet the same academic standards as peers

Faculty members **do not** have the right to:

- Access the student's diagnostic information
- Refuse to provide authorized accommodations

Faculty members have the **responsibility** to:

- Provide requested accommodations in a reasonable and timely manner
- Meet with students confidentially to discuss how their accommodations will be provided
- Provide classroom materials in an alternative format when documentation supports the request
- Refer to the Student Success Center students whom they feel may have a disability (if a written request for accommodation does not exist)
- Place a statement in the syllabus telling students to inform the professor of any special needs as soon as possible to ensure that those needs are met in a timely manner

Recommended Syllabus Statements

Each course syllabus should contain a statement reflecting compliance with The Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended, Section 504.

Sample 1

Charleston Southern University will provide reasonable accommodations for students with disabilities to make all learning experiences accessible. If you feel you may need accommodations based on the impact of a disability, please contact the Office of Accessibility Services located in The Hub (2nd floor of the library; 843-863-7159, awatson@csuniv.edu) to initiate a conversation about your options. Please know that accommodations are not retroactive, so please avoid delays.

Sample 2

If you are a student with a disability and need accommodations for this class, please contact Dr. Annie Watson (2nd floor of the library; 843-863-7159, awatson@csuniv.edu) to schedule an appointment. If your request for accommodations has already been approved and you have your accommodations letters, please meet with me during my office hours as soon as possible.

If you have an immediate access need, please see me after class. Students with short-term disabilities, such as a broken arm, can often work with instructors to minimize classroom barriers. In situations where additional assistance is needed, students should contact the Office of Accessibility Services as noted above.

Sample 3

Charleston Southern University recognizes its responsibility for creating an institutional climate in which all students can thrive. If you are a student with a disability, please contact Dr. Annie Watson in the Office of Accessibility Services (2nd floor of the library; 843-863-7159, awatson@csuniv.edu) to schedule an appointment. If your request for accommodations has already been approved and you have your accommodations letters, please meet with me during my office hours as soon as possible.