

Faculty Notification Letters

Introduction

- Accommodation letters are now called “Faculty Notification Letters”.
- After the Academic Support and Access Center (ASAC) approves reasonable accommodations for a student, the student can request the use of their approved accommodations for each class by sending their professor a Faculty Notification Letter.
- Professors will receive the Faculty Notification Letter via email.
- Professors can also view all their Faculty Notification Letters on the Overview Page in the [ASAC Instructor Portal](#).

Information Included in the Faculty Notification Letter

- The Top Body of the email notes the student’s name, semester, course name and number, assigned Disability Access Advisor (DAA), and important ASAC information.

NAME - TERM - CLASS

Letter of Accommodation: This Memo Includes Confidential Information

NAME has documentation of a disability on file at the Academic Support and Access Center (ASAC). The student is eligible to receive reasonable accommodations (“accommodations”) in your course based on their documented disability. For answers to frequently-asked questions about accommodating students in the classroom, please refer to Working with Students with Disabilities on our website, <https://www.american.edu/provost/academic-access/>, under Faculty Resources.

- The Middle Body of the email contains the approved accommodations the student is requesting for your course.

Specific accommodations the student is eligible to receive:

1. Accommodated Testing

- o *Extended time on in-class timed assessments: 1.25x*

2. Classroom

Accommodations that provide access in the classroom environment.

- o *Opportunity to take breaks during class*

- Additional Faculty Notifications inform the faculty of additional disability-related needs of the student (e.g., physical access needs in the event of an emergency)

Additional Notifications Regarding Student:

1. Instructions for Emergency Evacuation

In the event of an emergency and/or if evacuation assistance is required, please call AU University Police Emergency Number at 202-885-3636.

- The Bottom Body shares additional important information. The student’s DAA name and email and the ASAC’s contact information are listed.

American University faculty and students have responsibilities with respect to the effective provision of accommodations. The faculty is responsible for providing the approved accommodations; students and faculty members should communicate with one another to discuss how the accommodations will be implemented. The ASAC strongly encourages the student and faculty member to meet privately and as soon as possible in the semester to discuss these accommodations. Please respect and keep in mind the student’s disability status is confidential and protected under applicable law and University policy; information related to the student’s disability status and/or accommodation should be handled in a manner that protects from inappropriate disclosure and maximizes a student’s privacy. In addition, it is the student's decision whether to share specifics about their disability with any faculty member.

If an accommodation is not on this letter, it has not been approved by the ASAC. If you believe an accommodation will modify essential requirements or educational outcomes of your course, pose an undue hardship, and/or have questions or concerns about the accommodations or their implementation please contact me, Rebecca Little, relittle@american.edu, as quickly possible.

The ASAC is committed to providing accommodations to students and information, resources, and support to faculty. By working together, we can be certain the students’ needs are met without compromising the goals and requirements of your course. At any time, a student and/or faculty member may request support from a student’s ASAC staff member regarding accommodations.

We look forward to working with you this semester and thank you for your partnership.

Sincerely,

Rebecca Little (Email: relittle@american.edu)

- A student’s approved eligibilities may change over the course of a semester. If faculty receive another Faculty Notification Letter in their email, accommodation changes are displayed as “Updates to the accommodation requests for this course”, and accommodations that have been canceled appear as “Accommodations Removed”.

Updates to the accommodation requests for this course

New Accommodations:

- Opportunity to take breaks during class

Accommodations Removed:

- Extended time on in-class timed assessments: 1.25x