



Faculty Guidance: Academic Accommodations and ADA/Section 504 Compliance

- **Review Accommodation Letters Promptly:** Faculty should carefully review each Academic Accommodation Letter upon receipt to understand the approved accommodations and any implementation requirements.
- **DocuSign Compliance:** Faculty are expected to review, acknowledge, and electronically sign the Academic Accommodation Letter via **DocuSign within three (3) business days** of receipt. Timely acknowledgment is essential to ensure accommodations are implemented without delay and to maintain institutional compliance.
- **Implement Approved Accommodations Immediately:** Once the accommodation letter has been received, approved accommodations should be implemented as outlined. Faculty should not delay implementation while seeking additional documentation or clarification from the student.
- **Maintain Student Confidentiality:** Information regarding a student's disability is confidential. Discussions regarding accommodations should occur privately and should never take place in front of classmates or other individuals.
- **Engage with OCAS When Questions Arise:** If faculty have questions regarding the implementation of an accommodation, they should contact OCAS directly rather than denying, modifying, or substituting accommodations independently.
- **Reasonable Accommodations Preserve Academic Standards:** Accommodations are intended to provide equitable access to academic programs and activities. They do not alter essential course objectives, fundamentally modify academic standards, or compromise the integrity of the curriculum.
- **Communication with Students:** Faculty are encouraged to communicate proactively with students receiving accommodations to discuss logistics for implementing approved accommodations while maintaining confidentiality.
- **Testing and Exam Accommodations:** Faculty should coordinate with OCAS regarding exams requiring extended time or other approved testing accommodations and adhere to established testing procedures and deadlines.
- **Retroactive Accommodations:** Accommodations become effective upon issuance of the Academic Accommodation Letter and are generally not applied retroactively unless required by law or approved by OCAS.
- **Shared Responsibility:** Ensuring equal access is a shared institutional responsibility. Collaboration between faculty, students, and OCAS is critical to fostering an accessible, inclusive, and legally compliant learning environment.