



NEW FACULTY ORIENTATION:
DISABILITIES MATTER

Disability Services
Division of Academic Affairs
144 Killian Annex
Director: Dr. Lance Alexis
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Web Address: <http://www.wcu.edu/12789.asp>

WESTERN CAROLINA UNIVERSITY
Disability Services

ESSENTIAL INFORMATION FOR FACULTY

Disability Services

Location: 144 Killian Annex

Phone: (828) 227-2716

Fax: (828) 227-7830

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Disability Services Mission

It is the mission of Disability Services to serve the students of Western Carolina University who seek our services. The best way to serve those students is to promote independence in education and all other arenas and be advocates for them in that pursuit.

Disability Services works to foster a supportive and inclusive campus community for individuals with disabilities by ensuring equal access to facilities, programs, and services at Western Carolina University. Disability Services determines, provides, and advocates for reasonable accommodations and support services for students with disabilities.

Americans with Disabilities Act/Sections 504 & 508 of the Rehabilitation Act

These laws prohibit discrimination on the basis of a disability. Universities are required to provide access to facilities, academic programs, web-based information, and services by providing reasonable accommodations, services, equipment, and software.

Syllabus Statement

Instructors are asked to include the following statement on syllabi for all courses offered through Western Carolina University:

Accommodations for Students with Disabilities: Western Carolina University is committed to providing equal educational opportunities for students with documented disabilities. Students who require disability services or reasonable accommodations must identify themselves as having a disability and provide current diagnostic documentation to Disability Services. All information is confidential. Please contact Disability Services for more information at (828) 227-2716 or 144 Killian Annex.

How Students May Request Services

In order to obtain services, students must register with Disability Services by contacting Disability Services and making arrangements to submit required medical or psychological documentation. The Director of Disability Services reviews pertinent information to make sure that it is current and complete, and the student qualifies as having a "substantial limitation to a major life function". The student then meets with the Director for a Needs Assessment. At this meeting, necessary accommodations, adaptive equipment and software, and other services are determined.

Students are advised to request services several weeks before the start of the semester because of the time required to receive and review documentation, schedule a Needs Assessment appointment with the Director of Disability Services, determine appropriate accommodations, provide the student with Disability Accommodation Letters, and arrange

necessary services. Students who choose not to receive accommodation letters at the beginning of the semester, or do not deliver them to their professors, may not be able to receive accommodations in a timely manner. Reasonable efforts can be made by Disability Services and the faculty member when accommodation requests are made at the last minute. Faculty members are advised against accepting medical or psychological information and providing accommodations without having received a Disability Accommodation Letter.

Typical Accommodations

Typical accommodations may include, but are not limited to: extended-time on tests, alternative testing location, use of a computer, calculator or other assistive device on tests, sign-language interpreter, reader, scribe, note taker (students may request assistance from faculty members in locating note takers and the description of that process is located at <http://www.wcu.edu/12799.asp>), Braille or alternative format materials, books in alternate format, relocation of a class to an accessible location, preferential seating, and recording of class lectures. Accommodations are determined on a case-by-case basis. Disability Services provides resources, assistance, and consultation to faculty regarding accommodation questions. Please visit <http://www.wcu.edu/12789.asp> to review policies and procedures for specific accommodations.

Disability Accommodation Letters

In order to foster student development and self-advocacy skills, Disability Services provides accommodation letters directly to students; and students are responsible for delivering letters to their instructors and discussing their needs in individual courses. Disability information is confidential and should be discussed in a private setting. Disability Accommodation Letters specify approved accommodations and generally do not contain disability information. Instructors may contact Lance Alexis, Director of Disability Services for assistance in understanding procedures for providing necessary accommodations.

Supplemental Course Materials and Presentations

Disability Services may provide resources, instructional materials, consultation on Universal Design for Instruction, research assistance, and presentations on disability-related topics. Instructors of USI, special education, human services, social work, physical therapy, psychology, or other related disciplines may request materials or schedule presentations on a range of related topics.