

Responsibilities of Faculty

It is the student's responsibility to identify himself/herself to the SASS office and to provide documentation of a disability. Strict documentation guidelines exist for different types of disabilities. Information on documentation guidelines is available in the [Documentation Guidelines](#) section.

The rights and responsibilities of students can be found in the [Student Disability Handbook](#). The rights and responsibilities of faculty can be found in the [Faculty Handbook](#).

Faculty and Staff have a Right to:

- Establish essential functions, abilities, skills, knowledge and standards for courses, programs, services, and activities and to evaluate students on this basis;
- To identify and maintain the academic and technical standards that are fundamental to providing a quality academic program, while ensuring the right of individuals with disabilities;
- To refuse an unreasonable accommodation, adjustment, or auxiliary aid or service that imposes an undue hardship or a fundamental alteration of a program or activity at UTHSC;
- To select and recommend accommodations that are equally effective for individuals with disabilities

Faculty and Staff have the Responsibilities to:

- Include a statement on syllabi to inform students with disabilities how to access accommodations on campus through SASS.
- Maintain the same academic standards for all students, as with appropriate accommodations students with disabilities should be expected to perform at the same academic proficiency levels as their non-disabled peers.
- Work cooperatively with the students and SASS in providing accommodations **only** when an approved accommodations notification from a SASS staff member has been received by the college's Academic Dean's office.
- Ensure that students receive the needed accommodations without undue complications.

- Provide, in a timely fashion, test materials SASS may need to ensure appropriate accommodations for students.
- Respect the student's right to privacy; keep disability-related information confidential. Students with disabilities are protected under FERPA and the civil rights law. At no time should faculty and staff make any statements or implications that the student with a disability is any different from the general student population.
- Remember that the student has the right not to discuss the particulars of his/her disability except on a need-to-know basis.
- Contact SASS immediately in the event problems occur.
- Be aware that further accommodations/arrangements may be made at a later time by a member of the SASS staff.

Students are not expected or required to provide faculty with detailed documentation about their disabilities. Therefore, SASS does not give advance notice to faculty regarding students with disabilities who are enrolled in their classes. From a legal standpoint, it is strongly advisable that faculty not expect or request such detailed documentation from the student. It is, however, entirely appropriate for faculty to request that the students provide verification from SASS that they are registered with the Disability Coordinator.

Guidelines for Handling Excused Absences from Exams/Quizzes for Disability Based Issues

The following guidelines describe the process whereby students currently registered with SASS for a documented disability can arrange to make up an absence from an exam and/or quiz **when such an absence is directly related to a previously disclosed and documented disability and accommodations have been approved through SASS.**

1. Students aware that they will miss an exam and/or quiz prior to its administration must notify SASS in writing (email is acceptable) as soon as possible, prior to the exam. If the student is not able to notify SASS due to an unexpected absence it is expected that they notify the SASS in writing within 12 hours of the original exam administration time.
2. Students must follow the professor's policy regarding notification of an absence from an exam. The reason/diagnosis for which the absence is based need only be shared with the SASS staff.
3. Within **5 working days** the student must provide SASS with a written explanation from their present health care provider. Once written notification is received, SASS can verify the absence, if needed, for the professor.
 - a. The notification must include information that directly supports the need for the absence from an exam based on a documented disability on file with SASS. This explanation must be from a professional on letterhead and include a projected date for return to campus.
4. Students must follow the professor's policy regarding make-up exams. If taking a makeup exam in the SASS, follow SASS procedures for regular exam administration.
5. Faculty members should contact SASS if they desire verification of the disability-related absence from an exam and/or quiz. Faculty members must refrain from asking the student for specific and detailed documentation of the excused absence as such explanations/documentation constitute a violation

of the student's privacy rights.

6. When providing a make-up exam for a student with a disability-related excused absence, faculty members must administer the same make-up exam and/or quiz given to all other students, provided that the make-up exam and/or quiz is given at the same time for all students.
 - a. Should it be necessary to prepare a separate make-up exam and/or quiz for any student (disability or not), faculty members must provide an exam that is comparable to the original with respect to the types of questions, length of exam, and complexity of the questions.

PLEASE NOTE: SASS should not be contacted unless the excuse is directly related to a disability that has been documented by SASS. Absences that are not attributable to a documented disability must be handled according to the professor's written policy regarding missed exams.