



Faculty Responsibilities

- Inform students with disabilities of college procedures for accommodating students by directing them to DSS
- Ensure that college courses, programs, services, activities and facilities, when viewed in their entirety, are offered in the most integrated and appropriate settings
- Refer students when necessary to the DSS or Counseling Services
- Provide handouts, video tapes, and information in accessible formats upon request
- Work with DSS to recruit note-takers, isolated testing environments with extra time if allowed
- Make oneself available to students to discuss accommodations, clarify information, recommend ways to secure tutors, etc.
- Evaluate students on their abilities, not their disabilities
- Provide reasonable and appropriate accommodations, academic adjustments, and auxiliary aids for students with disabilities upon timely request by the student as recommended by the Accommodation Letter
- Allow student to tape record lectures for the purpose of note-taking (students sign a consent form agreeing to use the information for notes only)
- Maintain appropriate confidentiality of records and communication concerning students with disabilities except when disclosure is required by law or authorized by the student either verbally or via a "Consent to Disclose" form
- The faculty is responsible for submitting the exam & testing instructions to the DSS department the day before the scheduled testing appointment for the student. In the event the exam & testing instructions are not received by DSS at least 24 hours before the scheduled appointment. The department can reschedule the student's appointment at our convenience due to a lack of preparation (if needed).

Please note: Students are made aware that accommodations and services may be offered to alter the way in which material is presented, but in no ways modifies course content or program requirements as established by Chattahoochee Technical College or the Technical College System of Georgia.