



Disability Support Services: Faculty Responsibilities

Students are be 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.

Faculty Responsibilities:

- Maintain CTC's academic standards
- To obtain an accommodation letter on students with disabilities
- Ask the student to meet with them to discuss the student's needs for reasonable accommodations
- Consult with the student and DSS Coordinator about the selection of equally effective and appropriate accommodation, adjustments and auxiliary aids
- Deny a request for accommodations if the student is not registered with Disability Support Services (DSS)
- Refuse to provide (*refusal can be made only after consulting with the DSS Coordinator*) an accommodation, academic adjustment and/or auxiliary aid that is inappropriate or unreasonable because they may:
 - May pose a threat to the health and safety of others
 - Constitute a substantial change or alteration to an essential element of a course or program.
- Inform students with disabilities of college procedures for accommodating students.
- Refer students when necessary to the DSS Coordinator
- Provide handouts, video tapes and course packets in accessible formats upon request □ Assist the DSS Coordinators in identifying note takers
- Make yourself available to student to discuss accommodations and clarify information
- Evaluate students on their abilities, not their disabilities
- Provide reasonable and appropriate accommodations, academic adjustments and auxiliary aids for students with disabilities upon timely requests by students.
- Allow students to tape record lectures as long as they have completed the Audio Recorder Agreement for the purpose of note taking.
- Maintain appropriate confidentiality of records and communication concerning students with disabilities except when disclosure is required by law or authorized by the student.