1. What are accommodations?
   An adjustment that allows a student with a disability (SWD) to access course material and demonstrate course knowledge in spite of a disability. An accommodation does not alter the fundamental course outcomes.

2. Who is eligible for accommodations?
   Students with documented disabilities are eligible to request accommodations specific to their needs. Federal laws require Loyola to provide equal access to all students.

3. Who determines the accommodations for a SWD?
   The university has granted the ODS the authority to interpret disability documentation and determine appropriate and reasonable accommodations for SWD.

4. Do I have any recourse if I disagree with the requested accommodations?
   ADA law specifies that instructors do not have the option or discretion to decide what academic adjustments are to be provided to a SWD. The university has given authority to the ODS to interpret disability documentation, determine the existence of a disability, and determine appropriate and reasonable accommodations in the university setting. If you disagree with a specific accommodation or believe the specific accommodation will fundamentally alter the essential components of the course, you should contact ODS at 504-865-2990 or ods@loyo.edu to discuss the specific nature of the accommodation’s impact on the course. In the interim, you must fully provide the accommodations listed on the student’s course accommodation record.

5. How do I know which students have disabilities?
   You will only know about a student’s disability if that student chooses to share that information with you. Because of privacy laws, the SWD is in charge of that information. Generally the specific accommodations, not the disability itself, are what the student and ODS will share with you. Accommodations are considered private and are not something that you can discuss around other students. Accommodations can be discussed privately with a SWD if the student initiates the discussion. Some students with disabilities choose not to disclose the disability or to request any services.

6. If a student verbally informs me about her or his disability, am I automatically required to provide accommodations?
   No. Accommodations should only be provided after receiving an official course accommodation record from ODS. ODS discourages providing accommodations in the absence of an official accommodation notification.

7. Are students required to identify their disability or provide copies of disability documentation to faculty and staff?
   No. A student should only provide disability documentation to the ODS and to no other office or faculty member due to confidentiality laws.
8. Why doesn’t the course accommodation record from ODS include the nature of the student’s disability?
   A student’s specific disability diagnosis and the details of the disability are confidential. A student cannot be required to provide these details, although a student may voluntarily discuss his or her disability as related to classroom accommodations.

9. Do I have to provide testing accommodations in my classroom if the SWD asks me to?
   No. Refer the student to the ODS where the college provides trained staff for this purpose. You may choose to provide accommodations if you would prefer, as long as you are meeting the student’s needs of extra time, reader, or whatever is necessary.

10. What is my responsibility if the ODS provides me with an accommodation notification but the student chooses not to use any accommodations in my class? What if the student doesn’t ask to use an accommodation until after failing assignments or exams?
    Your responsibility is to provide the accommodations beginning when they are requested by the student. It is the student’s choice as to which accommodations to use in each of her or his classes. The student has been advised by the ODS that accommodations are not provided retroactively. So, if a student chooses to take a test without extended time and does poorly on the test, you do not have to allow the student to retake that test using extended time. The student should notify you in advance if she or he will be using extended time on the next test.

11. Can I forbid a SWD to use an audio recording device in my class?
    No. You are required to allow a student to record the course if recording the class is determined to be an appropriate accommodation for a student’s disability. Audio recording devices are specifically mentioned in Section 504 of the Rehabilitation Act of 1973 as a means of providing full participation in educational programs and activities. A student who is approved to have this accommodation must sign a Lecture Audio-Recording Agreement with ODS. This agreement provides assurance that the student will protect the confidentiality of the recorded information. Contact ODS with specific questions or concerns about recording lectures.

12. Will I be required to give my personal notes or PowerPoint presentations to a SWD?
    If it is your customary practice to make your personal notes available to all students, it may be a reasonable accommodation for ODS to provide a SWD with a copy of your regular notes or your notes in an alternate format (e.g., enlarged font or recorded audio). If you do not maintain personal notes and a note taker is not available, you may be asked to work with ODS to identify and provide an equally effective accommodation in a timely manner. Any alternatives to note taking services must give the SWD the opportunity for meaningful, effective participation in educational programs.

13. Why are exams sometimes given earlier with ODS than they are to the rest of the class?
    Students who are entitled to time and a half or double time when taking tests with ODS may have classes in the time blocks following their scheduled class time. In order to allow students to complete the test and still make it to their next classes on time, students may start a test before the rest of the class. ODS administers tests during regular office hours, 8:30 a.m. to 4:45 p.m., Monday through Friday. Students must be finished with their tests by 4:30 p.m. in order for faculty to pick up tests the same day.