

## FACULTY EXPECTATIONS AND PROCEDURES FOR STUDENTS WITH DISABILITIES

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Multnomah University complies fully with the regulations and guidelines of the American Disabilities Act (ADA). Faculty may have students with disabilities in their classes, and may be asked to accommodate them accordingly. However, there are official policies and guidelines that standardize the way our school handles ADA regulations and accommodations. Here is a brief outline of our current procedures and some expectations that faculty should know and understand. For fairness, equality, legality and cooperative understanding, it is important that proper procedure and good, open communication occur.

1. Students who have disabilities and desire special accommodation should contact the Assistant Director for Housing & Academic Support, who is the Multnomah University ADA compliance officer, as soon as possible. There is a policy statement on accommodations for disabilities and a request form, which are both available from the Student Services office. It is the responsibility of the student to bring to Multnomah's attention the need for accommodation by the use of this request form. Students cannot expect special accommodations without official, proper and timely approval.
2. It is advisable for students with a disability to also inform other university personnel for personal support and to facilitate further communication about special needs and necessary accommodations.
3. After the appropriate application has been completed and approved, the student should meet with the Assistant Director for Housing & Academic Support (ADHAS) to discuss necessary accommodations.
4. The ADHAS will communicate with the student's faculty members and provide a written statement of the approved guidelines and requirements for accommodating that student in the classroom and the fulfillment of course requirements. The ADHAS will ensure adequate resources to meet the approved accommodations.
5. The student should make every effort to plan ahead and anticipate what will best facilitate the fulfillment of the class or program requirements using the approved accommodations. This may include getting a copy of the course syllabus ahead of time, begin reading assignments, contacting possible tutors, scanning reading material onto audio tapes, getting critical material transcribed into Braille or audio formats, planning out possible ministry opportunities, etc... all before the semester begins. This includes securing all needed resources (transportation, tape recorders, laptop computers, etc...) to facilitate the effective accomplishment of the necessary tasks. So when the actual semester begins, adequate preparation is made to help ensure the meeting of course or program requirements and completing all assignments and exams in a timely fashion.
6. The student should officially inform every class instructor or program supervisor on or before the first day of class concerning the assistance he/she may need in order to successfully complete the respective requirements. The student should plan to work together with the instructor or program director in a cooperative and open communicative effort, incorporating the ADHAS if necessary.
7. Each student should take full responsibility to complete the course or program requirements with the approved accommodations. This includes the following:
  - Attend all class sessions to learn the material relevant to the course and content.
  - Read all the assigned or required readings in the course or program.
  - Complete all assignments and projects on time.
  - Be responsible to get the notes or comments by the instructor from another student who did attend class when the student is absent from a given class.

- Satisfactorily complete all quizzes and/or exams in a timely manner.
  - Communicate and schedule make-up quizzes and/or exams according to the normal procedure (all make-up work should be allowed for instructor-approved and/or appropriate related excuses, i.e. sickness, emergency, etc...).
  - If special arrangements for quizzes and/or exams are needed according to pre-approved special accommodations, these arrangements are communicated and scheduled in a timely manner, by the coordination of student and faculty.
  - Extensions for course work and final exams beyond the normal course schedule must be requested and authorized through the Student Affairs Committee.
8. The student should initiate communication with the teacher or program director when he/she is:
- Confused about course assignments or requirements.
  - Needing extra input or help understanding requirements or their timely completion.
  - Needing special accommodations in order to successfully complete course or program requirements.
  - Getting behind.
  - In general, having any concerns, issues or problems with the course, program, and/or instructor, and the successful completion of the course or program requirements.
9. The student should inform or maintain contact with ADHAS concerning all major concerns, questions, problems, and/or lack of completing accommodations and course/program requirements. By the end of the semester, there should be no “surprises” concerning the status of the student or the successful fulfillment of the course or program requirements.
10. Each student should request accommodation changes or modifications in a timely manner to the ADHAS so necessary planning and communication may occur for the following semester.