**Faculty and Staff Frequently Asked Questions**

**What do I do if I think a student has a disability but they have not shared any information with me?**

A student does not have to disclose information about their disability, nor can someone ask them if they do. If a student is registered with CAS, we encourage them to share as much information as they are comfortable so that their instructors understand their learning style. If you suspect the student is struggling academically due to the lack of access to material and information, and no accommodation letters have been shared, it is perfectly acceptable to privately ask them to visit, or contact the CAS office. In some cases, faculty and staff have even accompanied a student to the CAS office to share their thoughts and concerns.

*Accommodations provide access to the material, and are considered appropriate at the collegiate level.*

**My student handed me an accommodation letter half-way through the semester, is this too late?**

It is preferred and recommended that students share the accommodation letters prior to the start of the semester. However, per ADA regulations, a student can request accommodations due to a medical diagnosis at any time during their academic career.

**What about on-line classes and accommodations are they the same?**

Accommodations are not necessarily changed due to a course being on-line vs. face-to-face, this is why the contract is an important piece of the procedure. If there are questions in regards to specific accommodations, CAS is happy to be part of the discussion. At any time, a Professor or a student can invite CAS into the discussion.

**Do I have to agree to the accommodations?**

It is highly encouraged that students meet with instructors during office hours to discuss their accommodations. This interactive process allows both the student and professor to discuss accommodations in relation to the scope and sequence of the coursework. At any time, if the instructor or the student wants input from CAS, a call or invite to the meeting can be made.

**If the accommodation is to share materials, do I have to give the student my notes and presentations?**

The accommodation states, “Reproductions of instructional materials, if available.” This means if the instructor has a PowerPoint available to share, they are welcome to provide the materials. This does not necessarily include instructor notes. It may also be agreed upon between the instructor and the student that the materials are shared after the student has attended the class.

**How are accommodations determined?**

The CAS process is interactive and individual. Meaning upon registration, the student discloses their disability, shares any previous documentation and engages in an interview with a CAS Coordinator. During this process it is determined how the disability impacts the student in the academic setting. The previous documentation such as 504’s or IEP’s from high school may provide guidance as to what types of accommodations were used to support access to material.

**Additional Questions?**

Feel free to check out the CAS Faculty webpage, or contact the CAS office at 540-831-6350.

Disclosure: This page is designed as a resource only and should not be considered as comprehensive.