

CSUN

CALIFORNIA
STATE UNIVERSITY
NORTHRIIDGE



Faculty Guide to Accommodating Students with Disabilities

Disability
Resources &
Educational
Services

Bayramian Hall (BH) 110

(818) 677 – 2684

(818) 677 – 4932

www.csun.edu/dres

dres@csun.edu

alternative.testing@csun.edu

(Exams only)



DRES Related Resources

Thriving and Achieving Program (TAP)

Academic Coaching & Study Skills

<http://www.csun.edu/dres/thriving-and-achieving-program>

(818) 677-2684

Support for Students on the Autism Spectrum

Strategies for interacting with other students and navigating classroom environment

Souzan Amer

(818) 677-2684

CSUN Related Resources

Equity and Diversity

<http://www.csun.edu/eqd/>

(818) 677-2077

Faculty Technology Center (FTC)

<http://www.csun.edu/it/ftc>

(818) 677-3443

National Center on Deafness (NCOD)

www.csun.edu/ncod

Voice/TTY (818) 677-2054

University Counseling Services (UCS)

<http://www.csun.edu/counseling>

(818) 677-2366, Option 1

Universal Design Center (UDC)

Consultation on Making Curriculum Accessible

<http://www.csun.edu/universaldesigncenter>

(818) 677-5898



Disability access, support, and accommodation(s) are significant components of the California State University (CSU) academic mission. Frequently, faculty are the first-point of contact for students and therefore play a crucial role in helping students with disabilities achieve

academic success. Review this guide to learn more on how to support student success and ensure access for students with disabilities.

Include a Disability-Related Statement on your Course Syllabus

Faculty may find it useful to include a statement on the syllabus that educates students with disabilities about the steps they need to take to receive classroom accommodations.

Below is a sample of a course syllabus statement:

"If you have a disability and need accommodations, please register with the Disability Resources and Educational Services (DRES) office or the National Center on Deafness (NCOD). The DRES office is located in Bayramian Hall, room 110 and can be reached at (818) 677-2684. NCOD is located on Bertrand Street in Jeanne Chisholm Hall and can be reached at (818) 677-2054. If you would like to discuss your approved accommodations with me, please contact me to set up an appointment."



Provide Access to Classroom and Course Materials

- Consult with the Universal Design Center (UDC) on how instructional materials may be structured or organized to be accessible and usable to individuals with various processing styles and physical differences.
- Submit book orders at least 8 weeks prior to the start of the semester.
- Caption and use descriptive video narration on any visual media (videos or films, etc.).

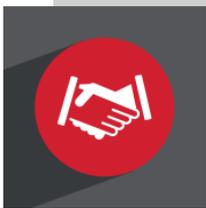


Student Access and Accommodation System

Faculty use SAAS to view the approved alternative testing and academic accommodations for students enrolled in their classes, approve alternative testing dates and times, and support students in the management of alternative testing and academic accommodations.

To learn more about the SAAS system go to:
www.csun.edu/dres/saas-information

Academic Standards for Your Course



Accommodations are determined only after a thorough review of a student's disability documentation by a qualified staff member. CSUN provides accommodations to students with disabilities, as defined by the Americans with Disabilities Act

Amendments Act (ADAAA) and sections 504 and 508 of the Rehabilitation Act.

The purpose of providing accommodations is to mitigate the effects of the disabilities, not to give an unfair advantage. DRES staff are available for consultation when accommodations appear to conflict with academic standards.

Frequently Asked Questions by Faculty

How DRES can help?

- Respond to specific questions regarding classroom accommodations, course materials accessibility, or assistive technology and propose solutions.
- Provide consultation in the use of technology to compliment the learning style of any student.
- Connect students with programming to help them achieve academic success.

I received an email that a student with a disability has requested accommodations for my class. What steps should I take?

1. Log-in SAAS www.csun.edu/saas, select Task Management, and review Faculty Dashboard screen to view students and their accommodations.
2. If a DRES student approaches you, please maintain privacy and keep student's information confidential.
Note: Students are encouraged to meet with faculty to discuss approved accommodations and how these will be used in class.
3. Ensure students receive approved testing accommodations. There are two options:
 - a. You provide the student's approved testing accommodations in the classroom environment, online, or an alternate facility or
 - b. DRES will proctor exams per your instructions once you have completed the following steps:
 - i. Create the Course Exam Profile in SAAS (only if a student will take exams at DRES).
 - ii. Review and "Approve" or "Deny" exam dates requested in SAAS by the student.
 - iii. Provide the exam to DRES per the Course Exam Profile.

For more FAQ's, please log into SAAS or go to:
<http://www.csun.edu/dres/frequently-asked-questions>



Key Points to Remember

- View students' approved accommodations and manage exam requests on-line via the Student Access and Accommodation System (SAAS). www.csun.edu/saas
- Be available to students to discuss accommodations in a confidential manner.
- Complete textbook orders as soon as possible.
- Collaborate early with students, lab technicians, and the DRES staff when accommodations for technology are required.
- Refer students you suspect may have a disability to DRES.
- Read SAAS auto-generated emails.

Your input and guidance is a critical component to student access and success.

