

# Key Points to Remember

- CSUN faculty have the capability to view students' approved accommodations and manage requests on-line via the Student Access and Accommodation System (SAAS). [www.csun.edu/saas](http://www.csun.edu/saas)
- Consult with the Universal Design Center (UDC) to make your curriculum, course materials and on-line components accessible.
- Submit book orders at least 8 weeks prior to the start of the semester.
- Caption and audio any visual media (videos or films, etc.).
- Be available to students to discuss accommodations in a confidential manner.
- 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 at [www.csun.edu/dres](http://www.csun.edu/dres).

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

# Related Resources

**Disability Resources and Educational Services (DRES)** - [www.csun.edu/dres](http://www.csun.edu/dres)  
(818) 677-2684

- **Student Access and Accommodation System (SAAS)** - [www.csun.edu/saas](http://www.csun.edu/saas)
- **Thriving and Achieving Program (TAP)** - Academic Coaching & Study Skills  
<http://www.csun.edu/dres/student-services/tap.php>
- **Workability IV—Career/Internship Services**  
(818) 677-0118

**National Center on Deafness (NCOD)**  
[www.csun.edu/ncod](http://www.csun.edu/ncod)  
Voice/TTY (818) 677-2054

**Universal Design Center (UDC) / Accessible Technology Initiative (ATI)**  
[www.csun.edu/accessibility](http://www.csun.edu/accessibility)  
(818) 677-5898

**Equity and Diversity**  
[www-admn.csun.edu/eqtydiv](http://www-admn.csun.edu/eqtydiv)  
(818) 677-2077

**University Counseling Services**  
[www.csun.edu/counseling](http://www.csun.edu/counseling)  
(818) 677-2366

## For more information, contact us:

Disability Resources and Educational Services (DRES), BH110

Phone: (818) 677-2684

Fax: (818) 677-4932

[www.csun.edu/dres](http://www.csun.edu/dres)

E-mail: [dres@csun.edu](mailto:dres@csun.edu)

SAAS: [www.csun.edu/saas](http://www.csun.edu/saas)



California State University  
**Northridge**

# Faculty Guide to Accommodating Students With Disabilities



**Disability Resources and Educational Services (DRES)**

**(818) 677-2684**

**[www.csun.edu/dres](http://www.csun.edu/dres)**



Disability support and accommodation is a significant component of the California State University (CSU) academic mission.

It is our joint responsibility as faculty and staff to form a partnership with students to ensure access to university programs and educational experiences.

### Student Access and Accommodation System

Student Access and Accommodation System (SAAS) is an on-line application that allows students registered with DRES to request accommodations, DRES counselors to approve accommodations and CSUN faculty to view students' approved accommodations and manage exam requests.

To learn more about the SAAS system go to: [www.csun.edu/dres/saas](http://www.csun.edu/dres/saas).

To log-in to the SAAS system go to: [www.csun.edu/saas](http://www.csun.edu/saas)

**DRES staff are available to address your specific questions and concerns.**

## Frequently Asked Questions

### **A student with a disability has requested accommodations for my class. What steps should I take?**

1. Log-in to SAAS at [www.csun.edu/saas](http://www.csun.edu/saas) to view student(s) enrolled in your course(s) with approved accommodations.
2. If a student has an alternative testing accommodation, create a course profile so your student(s) can begin to request exam dates/times.
3. Talk privately with the student about the course expectations and discuss any concerns about accessibility.
4. Contact the DRES office with any questions or concerns.

### **What information can the DRES office share with me?**

We cannot discuss the specifics of a student's disability with you without the student's consent, but we can answer questions about providing accommodations and how to improve the student's academic experience. Students should not be asked the details of their diagnosis, but you can ask, "How can I help you succeed in my class?"

### **I am concerned about the student's behavior and/or accommodation related needs. What happens if it is brought up in class?**

It is important that the student's disability, accommodation(s) and registration with the DRES office remain confidential. Discuss these issues in private instead of addressing the issues in front of the class.

### **Do I need to lower my academic or behavioral standards for students with disabilities?**

No, lower standards are not considered "reasonable accommodations" according to the Americans with Disabilities Act Amendments Act (ADAAA). All students are held to the same academic standards.

### **Can I proctor alternative testing exams myself?**

Yes, as long as you are able to provide a proper testing environment and provide all accommodations specified in the exam request.

### **Does the student need to request accommodations from me at the beginning of the semester?**

No, accommodations can be requested any time during the semester, but they are never retroactive. We encourage students to request accommodations early on and to discuss their accommodations with professors as soon as they are approved by DRES.

## Academic Standards

Accommodations are determined only after a thorough review of a student's disability documentation by qualified staff. California State University, Northridge 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.

## Sample 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 need for accommodations with me, please contact me to set up an appointment."

## How can DRES help you?

- Respond to specific questions regarding classroom accommodations, course materials accessibility, or assistive technology and propose solutions
- Explain various disabilities and their impact on students' academic performance
- Provide up-to-date information on assistive technology and specialized technology that enhances learning
- Connect students with programming to help them achieve academic success