



Access & Accommodation Office

Faculty Guide to providing Accommodations

Faculty :

- Refer students to AAO
- Include Disability statement on syllabi
- Provide only Access Office approved Accommodations
- Protect student Confidentiality
- Review & approve testing reservations

Supporting Students through the Access Office

The Access & Accommodation Office (AAO) works with students to determine reasonable accommodations and ensure equal access to their educational experience. Retroactive accommodations are not given.

Faculty play an important role in meeting with students and implementing approved Accommodations.

Refer to AAO when

A student discloses a disability, requests an accommodation, or indicates that they are having difficulty accessing your course

When in Doubt- Refer to AAO. Faculty do not determine whether a student qualifies for an accommodation...

Listen, Refer, Review, Implement and protect confidentiality.

Accommodate

- Review and sign Accommodation letters
- Review and approve testing reservations
- Upload exams and administration details

Contact Access & Accommodation Office

Website: <https://access.mercer.edu/>

Email: access@mercer.edu

Phone: 478-301-2810

Testing

- Exams are to be scheduled for the same day and time as class unless there is a conflict
- Student must get professor approval to take exam at a different day/time than class
- Approve or NOT approve a test room booking
- Upload exam in Accommodate 24 hours in Advance with administration details
- Attach exam to one student or multiple students
- Provide any online test or canvas test directions in Accommodate

Confidentiality

- Disability-related information is confidential
- Discuss accommodations privately with student
- Avoid identifying a student as having a disability in front of classmates
- Never share a student's disability or accommodations information with other students or faculty
- Direct questions regarding eligibility or documentation to AAO

Title IX & Pregnancy Related Accommodations

If a student shares that pregnancy, childbirth, or a related condition is affecting their ability to participate in class: Faculty are required to refer to Access & Accommodation Office

