

# Faculty Update

## Disability Services Faculty

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## Winter 2019 Hours

### **Disability Services Counselors are available:**

**Monday - Thursday  
9am to 4:30pm  
Fridays - 9:00am to 3pm**

**(734) 384-4167**

## Disability Services Faculty

### Page

[http://](http://www.monroeccc.edu/lal/DisServ/facultyinfo.html)

[www.monroeccc.edu/lal/  
DisServ/facultyinfo.html](http://www.monroeccc.edu/lal/DisServ/facultyinfo.html)

**CHECK OUT THE  
DISABILITY SERVICES  
FACULTY HANDBOOK  
ON OUR WEBSITE OR  
STOP BY OUR OFFICE  
FOR A COPY.**

## **Disability Services—Reminders**

### Accommodation Notices

Accommodation notices will be sent to faculty members who have a student(s) with a disability in their class. The notice will include an attached PDF file with a description of the disability and approved accommodations. **Please note any blue text on the attached forms are clickable links to policies, procedures, and informational brochures.** If you are team teaching, please forward this information in a timely manner. If you have questions regarding anything you have received, please call us.

### Test Accommodations—NEW WINTER 2019

You will now see the amount of extended time each student who receives test accommodations is allowed (i.e. double time or time and a half) on the approved accommodation notice. We continue to request students submit their test accommodation reservations 3 business days prior to a test but if less notice is given we will still coordinate the accommodation with the instructor in order to maintain compliance with the ADA/AA.

### IMPORTANT: Confidentiality

In compliance with the Americans with Disabilities Act/Amendments Act (ADA/AA) 2008, information regarding any student with a disability must be kept confidential including written notifications or conversations. Please be mindful of the setting for any necessary conversations involving students with disabilities. ***Please do not share information about a student with a disability with other faculty, students or staff.***

### Syllabus Statement

Below is the current approved syllabus statement .

“The Americans with Disabilities Act with Amendments (2008) affords students with an equal opportunity to participate in educational courses/ programs/services. If you have a disability for which accommodations may be appropriate, please contact the Disability Services Office at (734) 384-4167, located in the Learning Assistance Lab, C-218.

### **TAKE AWAY MESSAGE:**

The Disability Services Office is committed to providing equal access for students with disabilities and maintaining institutional compliance in accordance with the Americans with Disabilities Act . Counselors are available to support and assist Faculty with any concerns regarding students with disabilities.