

STUDENT ACCOMMODATION INSTRUCTOR ACKNOWLEDGEMENT

Dear Instructor,

In accordance with federal regulations under Section 504 of the Rehabilitation Act of 1973, the 1990 Americans with Disabilities Act (ADA) and the 2008 ADA Amendments Act, the student named below is eligible to receive reasonable accommodations provided by Gnomon. This student has been advised to meet with you in order to present this letter and discuss implementation of the identified accommodations to your particular course. Also, the student is instructed to meet with you as early as possible since no accommodations are to be provided retroactively. Your cooperation is greatly appreciated.

Student Information:

Student ID: _____

Legal First Name: _____

Legal Last Name: _____

Preferred Name: _____

Disability Services issues the accommodation plan on _____ per the student's request.

The student has requested and been approved to receive the following accommodations:

Recommendations and approved accommodations requiring discussion and reasonable consideration:

Student Responsibilities:

- Meet qualifications and maintain essential institutional standards for courses, programs, and activities.
- Self-advocacy is an essential component to a successful college experience.
- Follow school procedures for obtaining and implementing reasonable accommodations. Submit the Accommodation approval letter to each of your Instructors on the first class session (or prior) and communicate with your Instructors throughout the quarter.
- Initiate a meaningful conversation (beyond simply forwarding this letter in an email) with your Instructors and appropriate staff member/s about reasonable accommodations for academic courses.
- Take the lead in coordinating the accommodation process for any course or otherwise.
- Conversations should occur within a reasonable amount of notice prior to the event (exam, presentation, attendance policy, assignments, etc.) in question where accommodations are sought. Once an event occurs, opportunity to use accommodations is often forfeited if no previous conversation took place with prior arrangements made.
- Modifications cannot be made to this accommodation form without approval from Gnomon's Disability Services Office. Engage with Disability Services Office in the interactive process to identify, discuss, and or modify disability-related accommodations.
- Contact the Disability Services Office as soon as possible should any issues with classroom accommodations or access arise, as delays in contact can limit resolutions possible.

Primary Course Instructor Responsibilities:

- Coordinate reasonable accommodations
- Accommodations are not retroactive. Although a student has provided documentation, the accommodations become active after the student has provided the accommodation approval letter to their instructors.
- Assess appropriate action through discretion when students make accommodation requests;
- Be respectful toward the student's situation and be available to speak with the student upon student request about accommodations for one's course;
- Wait for the student to contact the course instructor -- Course instructors need not reach out to a student who has presented the letter but not yet made specific accommodation requests. It is the student's responsibility to follow up in a timely manner;
- Be prudent with regard to whom information is shared. While Disability Services may be contacted at any time to discuss matter, information with others should only be shared on an educationally need to know basis. Casual conversation with other instructors, including within department, may influence (perhaps adversely) future student-instructor interactions;
- Refer students to the Disability Services when they make an accommodation request that is not listed on this letter, as the only supports requests specifically listed
- Consult with Disability Services as necessary when students make late requests or when concern exists about the reasonableness/appropriateness of an accommodation request.

Gnomon Responsibilities:

- Ensure disabled students have equitable access to all courses, programs, services, and activities and provide or arrange for reasonable accommodations or services when needed.
- Determine accommodations when the student submits appropriate and current documentation from a qualified professional.
- Design accommodations to meet a student's disability-related needs without fundamentally altering the nature of the instructional program.
- Maintain confidentiality of records and communication as required under FERPA. Under (FERPA), Gnomon's ADA Coordinator, ADA Representatives, or Disability Services Office may share information and communicate with appropriate School personnel on a need-to-know basis in order to facilitate the process of determining accommodation eligibility and/or implementation. In addition, Gnomon's Disability Services' evaluation may include review of your documentation by an external consultant engaged by Gnomon.
- In limited circumstances, specific information may be required to be disclosed in order to protect individuals in an emergency or to comply with law and/or Gnomon policies and procedures

For any questions, please contact Carmen Munoz, ADA Coordinator at carmen.munoz@gnomon.edu or the Student Affairs Office at studentaffairs@gnomon.edu.

Instructor Information:

First Name: _____ Last Name: _____

Course Name: _____

I acknowledge that I received the Accommodation plan on: _____ (date)

My signature below indicates that I understand my responsibilities as expressed in the above paragraph. I acknowledge that I have received an Accommodations plan from the student listed above.

Instructor Signature: _____ Date: _____

Once complete, please email this form to studentaffairs@gnomon.edu.