



**Framingham**  
State University

## **Faculty Guidelines**

Center for Academic Success and Achievement  
Disability/Access Services

### **Legal Compliance**

#### **Section 504, Rehabilitation Act of 1973**

“No otherwise qualified individuals with a handicap ... shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by any program or activity receiving Federal financial assistance.”

#### **Americans with Disabilities Act (1990)**

Title II: Public Service: “...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity or be subject to discrimination by any such entity.”

#### **Massachusetts General Laws, Chapter 272, Section 98**

“Whoever makes any distinction, discrimination or restriction on account of ... any physical or mental disability ... relative to the admission of any person to, or his treatment in any place of public accommodation ... Shall be punished...”

“All persons shall have the right to full and equal accommodations, advantages, facilities and privileges of any place of public accommodations...”

### **Process for Accessing Academic Accommodations**

- Students must self-identify and provide appropriate documentation to Disability/Access Services in the Center for Academic Success and Achievement (CASA).
- Documentation will be reviewed and eligibility for reasonable and appropriate accommodations will be determined on an individual basis.
- The documentation will be retained in a confidential Registry of Students with Disabilities at CASA.
- Disability/Access Services will provide students with Academic Accommodation letters for faculty to confirm appropriate accommodations.
- Students who do not provide faculty with Academic Accommodation letters should be referred to Disability/Access Services.
- The Associate Dean of Academic Success will work closely with Faculty in an advisory capacity to develop reasonable accommodations for students.

## Confidentiality

Disability/Access Services keeps student information confidential as required or permitted by law. No one has immediate access to files except staff from this office. Framingham State University Faculty and Staff do not have a right to access diagnostic information regarding a disability; they need to know only the accommodations recommended as appropriate.

Any explicit or implicit inference by the faculty to a particular student and the disability is inappropriate.

## General Accommodations and Services

- Extended (at least 1.5) time on timed quizzes and exams
- Reduced-distraction environment for quizzes and exams
- Assistance with in-class notetaking
- Assistive technology
- Use of an Interpreter
- Permission to record lectures
- Course readings in an accessible format

## Statements for Course Syllabus

Faculty should include statements about academic accommodation in their course syllabus. Following are three recommended options:

- “Any student eligible for and requesting academic accommodation due to a disability is requested to provide Academic Accommodation letters from Disability/Access Services, preferably within the first two weeks of class. Disability/Access Services is located in the Center for Academic Success and Achievement (CASA). Please e-mail [disabilityservices@framingham.edu](mailto:disabilityservices@framingham.edu), or call (508) 626-4627 if you have questions or if you need to schedule an appointment.”
- “If you have a specific disability that qualifies you for academic accommodations, please provide *Academic Accommodation letters* from the Disability/Access Services, preferably within the first two weeks of the semester. Disability/Access Services is located in the Center for Academic Success and Achievement (CASA). Please e-mail [disabilityservices@framingham.edu](mailto:disabilityservices@framingham.edu), or call (508) 626-4627 if you have questions or if you need to schedule an appointment.”
- “Students with disabilities who request accommodations are to provide Academic Accommodation letters from the Disability/Access Services, preferably within the first two weeks of class. Disability/Access Services is located in the Center for Academic Success and Achievement (CASA). Please e-mail [disabilityservices@framingham.edu](mailto:disabilityservices@framingham.edu), or call (508) 626-4627 if you have questions or if you need to schedule an appointment.”