



**SAINT LOUIS UNIVERSITY**  
**MADRID**

**Office of Disability Services**

**Academic Accommodation for Students with Disabilities**

Academic accommodations are provided in specific academic areas when an individual has a diagnosed disability that causes current and significant functional difficulty in some aspect of the academic experience. A student uses accommodations in order to have the same opportunity for academic success as other students. The goal of the accommodation is to minimize the impact of the disability so that the student can be given the opportunity to demonstrate course knowledge (tests, papers, projects, etc.) and be evaluated (graded) in a non-discriminatory way.

Instructors play an important role in the academic accommodation process, as students have far more contact with instructors than with the Academic Accommodations Coordinator. Providing accommodations often requires allowing students extra time for class activities or making special arrangements for testing. Instructors may request support from Academic Advising or Library staff, but if an eligible student requests an academic accommodation, the instructor is responsible to ensure that every effort within reason has been made to provide the accommodation.

To be eligible for accommodations, a student must present documentation to the Academic Accommodations Coordinator; these records are confidential and kept on file in the SLU Madrid Counseling Center. The coordinator will, in turn, contact the student's instructors by e-mail, stating that student's eligibility for accommodation and outlining the type of accommodations to be provided and procedures to follow.

**Guidelines for Faculty**

1. Instructors must include on all course syllabi the Madrid Campus statement on academic accommodation; this statement directs students to the Disability Services if they wish to request an academic accommodation.
2. Instructors will receive e-mail notification from the Academic Accommodations Coordinator if there is a student eligible for accommodation in their class.
3. As stated in the e-mail notification, instructors are not required to approach the student about his/her academic accommodation or provide it automatically. Students who meet with the Academic Accommodations Coordinator are informed that they are responsible for contacting their instructors at least one week in advance to arrange for the accommodations for which they are eligible.
4. If an instructor is approached by a student requesting an academic accommodation, but has not been received notification of eligibility, the instructor must refer the student to the Academic Accommodations Coordinator.
5. Instructors are required to use discretion when speaking to a student about his/her academic accommodation to ensure privacy and confidentiality. Instructors may not ask the student about the reason for the accommodation or the nature of the student's disability. The notification from the Academic Accommodations Coordinator confirms the student's eligibility. If the student feels that he/she is not receiving reasonable accommodation for his/her disability, the instructor should refer him/her to the Academic Accommodations Coordinator.

6. Based on course format, instructors should be aware that a student eligible for accommodations may not request them for the course; similarly, the student may request only one or two accommodations for which he/she is eligible.
7. For out of class testing or extended time accommodations, schedule quizzes and exams on days that coincide with your office hours or during a time period when you usually work in your office so that the student can take an exam under your supervision, either in your office or nearby in one of the areas designed for meeting students.
8. For students who have not requested a separate/quiet testing environment, arrange the testing so that the student may take the exam in or near your office either before or after your class. For example, the student may begin an exam in your office and then accompany you to the classroom to complete it with the rest of the class.
9. Ask a colleague to help out. Professors in the same department can share the responsibility of supervising an exam in or near their offices during their office hours. Similarly, the student may be able to start or complete an exam in a classroom in which another professor is giving an exam.
10. If points 6, 7, or 8 is not reasonable, instructors may make arrangements two days in advance with the Academic Advising Office and/or the Library Director to request a special room for testing or assistance in providing academic accommodation.
11. For testing in the library or in the Office of the Academic Dean, instructors should deliver the exam in a sealed envelope along with complete instructions for the exam, including the length of time allotted for the exam (critical for students with extra time accommodations) and the use of any materials (calculators, notes, etc.).
12. For instructors who oversee a course with a lab component, the testing accommodation may not necessarily carry over to lab exams and activities.
13. Instructors may be asked to adjust their attendance policy for students eligible for the attendance accommodation.
14. Instructors are encouraged to contact to the Academic Accommodation Coordinator if they have questions ([disabilityservices-madrid@slu.edu](mailto:disabilityservices-madrid@slu.edu) and ext. 230).