

QUICK REFERENCE FOR FACULTY

Responding to Student Accommodation Requests

1. FIRST RESPONSE: Be Supportive, Not Decisive

Use one of these statements to acknowledge the request without approving or denying anything:

- **“Thank you for letting me know what you need. Let’s connect with Student Disability Services so we can handle this the right way.”**
 - **“I appreciate you bringing this to me. Student Disability Services determines accommodations, and I am here to support whatever they approve.”**
 - **“I’m glad you reached out. To make sure we move forward appropriately, we’ll involve Student Disability Services in the next step.”**
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2. WHAT YOU CAN ASK

Focus on access and course barriers—not the disability itself.

- *“What parts of the course are most challenging for you?”*
- *“What would help you participate more fully?”*

Do NOT ask: diagnosis, medical details, documentation, or proof.

3. WHAT YOU *SHOULD NOT* SAY

Avoid statements that imply judgment, disbelief, or unilateral decision-making.

- **“I don’t think that’s reasonable.”**

- “We don’t do that in this class.”
 - “Can you show me documentation?”
 - “Try without the accommodation first.”
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4. IF THE REQUEST SEEMS UNFAMILIAR OR UNREASONABLE

Use supportive, neutral language that redirects appropriately:

- **“Some accommodations can be complex in this course. Let’s involve Student Disability Services to determine what’s possible.”**
 - **“My goal is to support you while maintaining course learning outcomes. Student Disability Services can help us find the right balance.”**
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5. YOUR ROLE

- **Implement** accommodations approved by Student Disability Services
- **Discuss logistics** with the student once accommodations are official
- **Redirect** undocumented or new requests
- **Protect confidentiality** at all times

Faculty should never deny or modify accommodations independently.

6. WHEN TO CONTACT STUDENT DISABILITY SERVICES

Reach out if:

- You’re unsure how to implement an approved accommodation
- You believe an accommodation may impact course requirements

- You need clarification about what an accommodation means
- A student is requesting something not listed in their accommodation letter

7. SHORT SCRIPT TO CLOSE THE CONVERSATION

“Thank you for meeting with me. Let’s loop in Student Disability Services—they’ll guide us on the next steps. I’m committed to supporting whatever accommodations they approve.”
