

Campus Community,

On 10/5/22 you may have received an email from Human Resources titled "Accommodating Students with Disabilities" which contains information regarding a quick and virtual United Educators training video. Below is the link to the login page and additional information that is specific to HFU and that pairs with the training. I hope you find this information supportive as we collectively strive to promote equitable, accessible, and inclusive learning environments.

Office of Disability Services Memo on the United Educators Video:
"Accommodating Students with Disabilities"

[Link to United Educators Login](#)

Username: HFU email address

Password: Welcome1!

[Link to technical support](#)

This video serves as a resource for all faculty and any staff member involved in working with students' disability-related ADA accommodations. It can also provide a general overview of the college experience for students with disabilities. If you have questions or would like to discuss this resource further, please contact disabilityservices@holyfamilys.edu or call 267-341-3231.

Can faculty accommodate students on their own, without an official accommodation plan in place from the Office of Disability Services (ODS)?

If a student shares a medical note with their faculty, a short-term disability-related accommodation may be made as deemed appropriate and reasonable by the faculty member. The faculty may refer to their Academic Dean, direct supervisor, and school policies for guidance in these matters. The Dean of Students Office can provide formal support to any student who is seeking short-term disability-related accommodation, and a student can be referred to dos@holyfamilys.edu for additional information. For more involved and long-term situations the student should be provided with the contact for the Office of Disability Services disabilityservices@holyfamilys.edu

Required syllabus statement

The syllabus statement on Disability Services is required to be in course syllabi.

[Link to Required Syllabus Statement](#)

How to refer a student to ODS

If the student mentions a health condition or diagnosis impacting their University experience and/or that they received disability services or special education prior to HFU, you can inform them of the Office of Disability Services. If a student mentions something more general, such as “I keep running out of time on exams” they can be informed of ODS as well as other appropriate support offices, such as the [Center for Academic Enhancement](#) (CAE) and the [Office for Student Success](#) (OSS).

When to refer a student to the Dean of Students Office

If a student is in need of short-term disability-related accommodation, they can be referred to the office for assistance. If circumstances are not extremely involved and require short-term accommodated support, these matters can be referred to the Dean of Students Office. dos@holysfamily.edu

When to refer a student to the Title IX Office

All pregnancy- and parenting-related accommodation plans are issued by the Title IX Office. Please refer to the Title IX Coordinator for support in assuring accommodations are provided in compliance with federal Title IX regulations. titleix@holysfamily.edu

Additional tips & general guidelines

When in doubt, ask! If you have questions or concerns about accommodation plans, please contact Disability Services. You are also encouraged to review and discuss the plan directly with your students. A DS staff member is happy to participate in these meetings, as well.

A student's accommodation plan is a confidential document as is their registration status with the Office of Disability Services. Please be sure to respect their right to privacy. When discussing accommodations, the focus should be on fulfillment. The disability itself does not need to be discussed, and should never be asked.

Accommodation plans are about leveling the playing field for individuals with disabilities. Accommodations are to ensure equitable access and are not focused on success. This can be a major change from the high school experience for our students.

Additional information for faculty can be found at the bottom of [the ODS webpage](#) under the 'For Faculty' section.