

Disability Syllabus Statement for Atlanta, Henry and Douglas Campuses

Students requiring accommodations for a disability should inform the instructor as early in their matriculation as possible or by the close of the first class meeting. The instructor will refer you to the Disability Support Services Coordinator to document your disability and determine eligibility for accommodations under the ADA/Section 504. In order to receive accommodations, eligible students must provide each instructor with a “Faculty Accommodation Form” from Disability Support Services. Students must return the completed and signed form to the Disability Support Services Coordinator (212 Sheffield Center). For convenience, anyone can send this information through Campus Mail; fax the form to (678) 547-6373 or e-mail the form as an attachment to stilley_r@mercer.edu.

Even students with a documented disability who do not wish to use academic accommodations are strongly encouraged to register with Disability Support Services and complete a Faculty Accommodation Form each semester.

For further information, please contact Richard Stilley, Disability Support Services Coordinator / Assistant Dean for Campus Life, at (678) 547-6823 or visit the website at <http://studentaffairs.merceratlanta.org/disabilities.html>.

Faculty Guide to Mercer University Services for Students with Disabilities

Mercer University is committed to the equal and excellent education of all students including students with disabilities. In compliance with **ADA/Section 504**, “otherwise qualified” students with disabilities are protected from discrimination and may be entitled to certain reasonable accommodations intended to ensure equal access to higher education. Accommodations may include moving a class to a physically accessible room, modifying policies and procedures, providing alternative format materials, or providing testing accommodations. All students requiring accommodations must register with Disability Support Services and provide appropriate documentation of their disability that supports the need for the requested accommodations. Faculty members have an important role in the process of accommodation. Their role is precise and includes specific responsibilities as outlined below.

Faculty Responsibilities in Working with Students with Disabilities

- Include the “Disability Syllabi Statement” on each syllabus (top of page).
- Meet privately with each student when discussing his or her disability. Be sensitive to the student’s rights under HIPAA concerning all medical information that he or she may share with you.
- **Please do not provide academic accommodations without first obtaining a “Faculty Accommodation Form” from the student.** This is obtained from Disability Support Services and lists approved accommodations that are determined on a case-by-case basis.
- Discuss the approved accommodations indicated on the form, and plan with the student regarding by whom, where, when and how the accommodations will be provided.
- Sign the “Faculty Accommodation Form” to indicate that you have discussed the accommodations with the student.
- Atlanta faculty requiring assistance proctoring a test, *with advance notice*, Disability Support Services may be able to help. Other proctoring options though should be considered first (student employees; faculty colleagues, departmental / administrative staff).
- *While testing schedules are coordinated between the individual student and faculty... Disability Services for Atlanta; Douglas & Henry Co. does not believe testing should begin before 6:45 am. **Proctoring support may be available between the hours of 8:30am – 6:00pm.***
- Discuss any concerns or questions regarding accommodations with the Disability Support Services Coordinator / Assistant Dean for Campus Life (x 6823 or stilley_r@mercer.edu).