

## OAS REFERENCE SHEET FOR FACULTY

The [Office of Accessibility Services](#) (OAS) ensures that students with disabilities receive an equal educational opportunity in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students registered with our office may receive reasonable accommodations to support their success ("Accommodations"). Any such Accommodations must be honored by all John Jay faculty and staff. Here are the guidelines to ensure the successful implementation of the Accommodations granted by John Jay through the OAS:

1. All student requests for Accommodations must be vetted and can only be approved by OAS.
2. OAS retains the authority to make the final determination of what constitutes a reasonable accommodation. After engaging in the interactive process, faculty and staff are expected to implement OAS recommended accommodations in a timely manner to ensure the college fulfills its legal obligations.
3. All faculty and staff play a key role in ensuring that the College meets its legal and policy obligations pertaining to students with disabilities.
4. Accommodations may take various forms, including, but not limited to modification of course attendance policies or additional time on assignments.
5. Reasonable Accommodation Notification: The interactive process is designed to ensure that accommodations are implemented in a way that meets legal standards while upholding the academic integrity of the college's programs.
  - a. After meeting with a student and evaluating any relevant documentation, OAS will determine the reasonable accommodation to be granted pursuant to applicable laws and institutional policy. In the case of frequently granted accommodations, such as extended time or testing in an alternate setting, OAS will notify the appropriate faculty or staff member via **CUNY Accommodate** which is sent to your email. **Note: It will say Do Not Reply. Please click on it and sign-in with CUNY First credentials to view the accommodation letter.** Faculty or staff are expected to implement the accommodation promptly and appropriately. If a faculty or staff member has questions/concerns about the ability to implement an accommodation, they should contact the assigned OAS specialist immediately upon receiving the notification.
  - b. In situations where OAS requires faculty or staff input to determine an appropriate accommodation for a course or program, OAS will initiate contact by email, with a copy to the department chairperson. A response is expected within three (3) business days of the date of the OAS email. If no response is received, OAS will inform the Dean of Faculty, who will facilitate the interactive process between OAS and the faculty or staff member to ensure timely resolution and implementation of an accommodation.
6. All faculty must have an ADA statement on the first page of their syllabus that includes the location and contact information for OAS.

Suggested language:

"I am committed to creating a course that is inclusive in its design. Students who need an accommodation due to a disability are encouraged to contact the Office of Accessibility Services (OAS) within the first week of class or as soon as possible thereafter. Requests for Accommodations can only be approved by the OAS. Students with disabilities are entitled to confidentiality over disability-related status or details. Students are not required to disclose their specific disability to their instructors or anyone else. All OAS approved Accommodations will be honored and implemented in my course."

Contact OAS located in the New Building, room L.66

Phone: (212) 237-8031

Email: [accessibilityservices@jjay.cuny.edu](mailto:accessibilityservices@jjay.cuny.edu).

7. If a student requests an Accommodation directly with a faculty member, the student should immediately be referred to OAS. Students must self-identify in order to register with our office.
8. Faculty are prohibited by law from denying an Accommodation request on their own or from discouraging students from seeking an Accommodation with OAS.
9. Regardless of learning modality (in-person, fully online or hybrid), faculty are required to implement any Accommodation students receive from the OAS. If you have a concern about an Accommodation or have a question on how to deliver an approved Accommodation, please contact the office directly at (212) 237-8031 or email [accessibilityservices@jjay.cuny.edu](mailto:accessibilityservices@jjay.cuny.edu).
10. Pregnant or parenting students are entitled to reasonable accommodations.
11. OAS uses CUNY Accommodate to manage student accommodations. You may go to the [OAS website](#) for additional faculty resources and information including how to log on, view a student's accommodations, or upload and retrieve exams electronically.
12. Accommodation interviews take place on a rolling basis and are conducted throughout the entire semester.