

## Access Center Informational Sheet for Faculty

The Access Center (AC) is the designated department responsible for determining appropriate academic adjustments and auxiliary aids and services for students with disabilities. Such a determination is based on disability documentation (provided by the student) from a qualified professional and a collaborative interactive process to determine accessibility needs.

Our student-centered faculty are crucial to the University's efforts to provide an accessible learning experience while maintaining the rigor of its academic standards and intended learning outcomes.

### Key Points

- Over 90% of students served by the AC have non-apparent disabilities that include: depression, anxiety, PTSD, ADHD, learning disabilities, TBI, etc.
- Students diagnosed with mental health conditions are the fastest growing and largest category of students served by the AC.
- The AC currently has approximately 1300 students registered with our office.
- Openly accept the student's Accessibility Notification Letter and engage the student in discussion regarding any accessibility issues when requested by the student.
- Maintain confidentiality regarding a student's accommodation needs and conduct accessibility related discussions in a private setting.
- Do not provide accommodations to students before receiving an Accommodation Notification Letter.
- Contact the AC regarding student concerns related to accessing instructional materials (i.e. PDF document).
- Please respond immediately to email requests related to accommodations (i.e. providing exams for accommodated testing, providing notetaking assistance and providing course information to determine flexibility with attendance).
- Accommodations are not retroactive unless special circumstance warrant adjustments. Openly accept an Accommodation Notification Letter anytime during the semester.
- Students with temporary medical conditions (i.e. broken wrist) can be referred to the AC for temporary accommodations.
- Students with disabilities should be held to the same academic and student conduct standard as every other student. A student's disability may explain a disruptive behavior, but it does not excuse it.
- Students seeking accommodations because of medically related complications due to pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery should be referred to the AC.
- Contact your department's designated AC liaison regarding general questions about accessibility issues. Questions related to a student who has provided an Accommodation Notification Letter should be directed to the specific Accessibility Coordinator whose name appears at the bottom of the letter.
- Students with service animals are not required to be registered with the Access Center to bring their service animal to class. In situations where it is not obvious that the dog is a service animal, staff may ask only two specific questions: (1) is the dog a service animal required because of a disability? and (2) what work or task has the dog been trained to perform? Staff are not allowed to request any documentation for the dog, require that the dog demonstrate its task, or inquire about the nature of the person's disability. Please see the service animal policy for additional information.  
[https://msudenver.edu/media/content/accesscenter/documents/accesscenterforms/Service\\_Animal\\_Policy.pdf](https://msudenver.edu/media/content/accesscenter/documents/accesscenterforms/Service_Animal_Policy.pdf)
- Students bringing therapy/ emotional support animals to class need to provide an Accommodation Notification Letter. Please contact the Access Center with questions regarding distinguishing between a service and therapy animal.

## How to Refer a Student

Students have the right to choose if and when to disclose their disability. Faculty and staff are obligated to refer students to the AC who have self-disclosed their disability and are requesting accommodations. If they do not disclose, then faculty should respect their privacy. However, faculty can certainly engage any student who is struggling by saying something like, "I see you are really struggling in my class, would you like to talk about it?" If the student says, "I have a learning disability and used accommodations in high school," then instructor can refer the student to the AC.

## Required Course Syllabus Statement:

"The Metropolitan State University of Denver is committed to providing an accessible and inclusive learning environment for all students, including those with disabilities. Students with a diagnosed condition/disability which may impact their access, performance, attendance, or grades in this class should contact the Access Center, located in the Plaza Building, Suite 122, 303-615-0200.

The Access Center is the designated department responsible for coordinating accommodations and services for students with disabilities. Accommodations will not be provided until an Accommodation Notification Letter is provided to faculty by either the Access Center or student. Information pertaining to a student's disability is treated in a confidential manner. Further information is available by visiting the Access Center website [www.msudenver.edu/access](http://www.msudenver.edu/access)."

## Contact Us

For additional information about the AC and providing an accessible learning experience for all students, please visit [www.msudenver.edu/access](http://www.msudenver.edu/access) and select the "Faculty Information" tab. The AC is located in the Plaza Building, Suite 122, 303-615-0200.

## Additional Resources

- For support with general web page design, including creating an accessible MSU Denver web page template, please contact: **Office of Marketing and Communications, (303) 615-0100**  
<http://www.msudenver.edu/marcom/communications/>
- For support or questions related to accessible course design and creating accessible documents, please contact: **Center for Teaching, Learning and Design, (303) 615-0800**  
<http://www.msudenver.edu/ctld//projects/instructionalaccessibility/>
- For support with captioning of media, please contact: **Information Technology Services, 303-352-7548**