

## Guidelines for Instructors

This page provides guidance for faculty on how to respond to student accommodation requests from the Office of Accessibility and Accommodations. It explains how to review accommodation letters, communicate with students, and implement approved accommodations in the classroom.

### Receiving an Accommodation Request

When an instructor receives an accommodation request, the following steps should be followed:

- First, read the accommodation request carefully. This document serves as formal notice that the student has provided appropriate documentation of a disability and has identified accommodations that may impact the teaching or learning environment.
- Second, discuss the request with the student privately. The accommodation letter identifies approved accommodations based on documentation provided to the Office of Accessibility and Accommodations.
- Third, remember that the accommodation request is a formal recommendation, not a directive for course modification. All students must meet the essential competencies of the course. If accommodations are needed, they must be reasonable and appropriate to support access to course requirements.

**Note:** Instructors are not required to provide accommodations until an official accommodation letter has been received from the Office of Accessibility and Accommodations.

### Working with the Student

When implementing accommodations, instructors should:

- Discuss accommodations privately with the student whenever possible
- Begin conversations with: “Help me understand your accommodations.”
- Clarify expectations for both instructor and student

### Course Expectations to Review

- Course syllabus requirements, including deadlines and testing dates
- Classroom environment, including seating and lighting considerations
- Testing procedures, including advance notice and Testing Center use

Students may choose to complete minor assessments in the classroom while utilizing the Testing Center for major exams when applicable.



## Accommodation Implementation

- Accommodations are not retroactive
- Accommodations begin only after official notification is provided

## Contact Information

Navarro College Office of Accessibility and Accommodations  
Corsicana Campus

**Phone:** (903) 875-7377

**Hours of Operation:**

Monday – Friday, 8:00 a.m. – 5:00 p.m.