

OUR CHARGE

The UCLA Center for Accessible Education (CAE) is responsible for the administration of UCLA's commitment to ensuring access and participation for all students with qualifying disabilities or medical conditions. The CAE **facilitates academic accommodations** in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (1990), and the ADA Amendments Act of 2008 (ADAAA). The CAE provides access to the numerous educational opportunities available to students on our campus and empowers students to realize their academic potential.

OUR MISSION

The mission of the Center for Accessible Education is to **create an accessible, inclusive, and supportive learning environment**. Through a collaborative effort with faculty, staff, and students, the Center for Accessible Education facilitates academic accommodations, **disability advocacy**, and serves as an **educational resource** for the campus community.

HOW IS DISABILITY DEFINED? WHAT DOES IT MEAN TO BE A QUALIFIED STUDENT WITH A DISABILITY?

An individual with a disability is a person who has a physical or mental impairment that **substantially limits** one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. At the postsecondary level, a "qualified student with a disability" is a student who meets the academic and technical standards requisite for admission or participation in the institution's educational program or activity.

The Accommodations Process

STUDENT ROLE

- If requesting the use of academic accommodations, disclose diagnosis/functional limitations to the CAE
- Provide relevant medical and/or clinical documentation to the CAE
- Request accommodations each quarter via the online Student Portal
- Make timely requests once registered with the CAE (ie exam proctoring)
- Meet University expectations and qualifications

CAE ROLE

- Receive and review student intake information and documentation in order to determine if student is eligible for academic accommodations
- Engage student in interactive process to discuss the implementation of reasonable accommodations
- Serve as a consultative resource for faculty & academic departments to assist in the accommodations process & address issues as needed
- Advise CAE-registered students to ensure access to approved accommodations

FACULTY ROLE

- Refer students who request accommodations to the CAE
- Maintain confidentiality of all student information
- Contact the CAE if an approved accommodation might fundamentally alter course objectives
- Only implement accommodations for students who are registered with the CAE
- Log onto Faculty Portal to review Letters of Accommodation
- Provide exams to the CAE in a timely fashion

WHAT IS A REASONABLE ACCOMMODATION?

A reasonable accommodation is a modification or adjustment to a course, program, service, job, activity, or facility that enables a student with a disability to have an equal opportunity to enjoy the benefits, opportunities, and privileges that are available to all students (with or without disabilities) while simultaneously not reducing or eliminating curriculum standards. Reasonable accommodations do not fundamentally alter or eliminate essential course requirements, and any accommodation that would do so is considered unreasonable and would not be recommended nor approved.

HOW CAN I VERIFY THE ACCOMMODATIONS MY STUDENTS ARE APPROVED FOR?

Accommodation letters notify you about the academic accommodations your CAE-registered students will need to mitigate disability-related limitations. To view your student's accommodation letters, please follow these steps:

1. Visit the Faculty Portal found on the CAE homepage. Log into the Portal using your UCLA logon and password.
2. You will see two headings: Courses and Accommodation Letters. Click on Accommodations Letters to view a list of students who have requested that you view their letter.
3. Click "View letter" to view your student's letter.
4. After you review or save a .pdf of the letter, proceed to step 2 – confirming receipt of the letter. The system will record your confirmation.
5. Please contact the CAE if your student is asking for an accommodation that does not appear on the accommodations letter.

BEST PRACTICES FOR FACULTY

- Provide accommodations only to those students who have a Letter of Accommodation in the online Faculty Portal.
- If a student attempts to "negotiate" an accommodation with you, please contact the Specialist who authored the Letter of Accommodation.
- Only implement the accommodations that appear in a student's Letter of Accommodation. Refer any student who is requesting a modification of their accommodations to their CAE Specialist.
- Provide exams to the CAE Testing Center in a timely fashion.
- Students with disabilities may be approved for the use of assistive technology (audio recording) as an accommodation. General policies which permit instructors to refuse the use of tape recorders typically do not apply to students with disabilities. If you have concerns about a student recording in your course, please contact the CAE.
- Contact UCLA's Disabilities and Computing Program (DCP) if you would like to learn how to make your documents and course materials accessible to all students. If you create a .pdf document with images and the images do not include *alternative text*, it may not be accessible to all of the students in your courses.
- Contact the CAE if you would like more information about the higher education accommodations process.

SUGGESTED SYLLABUS STATEMENT

If you are already registered with the Center for Accessible Education (CAE), please request your Letter of Accommodation in the Student Portal. If you are seeking registration with the CAE, please submit your request for accommodations via the CAE website. Students with disabilities requiring academic accommodations should submit their request for accommodations as soon as possible, as it may take up to two weeks to review the request. For more information, please visit the CAE website (www.cae.ucla.edu), visit the CAE at A255 Murphy Hall, or contact us by phone at (310) 825-1501.