



THE ARO: FACULTY INFO SHEET

The **Vision of the Accessibility Resource Office (ARO)** is to create an inclusive and empowering community where every student is embraced and supported in their pursuit of becoming thoughtful scholars, grateful servants, and faithful leaders. Grounded in the values of equal access and belonging, the ARO welcomes disability, celebrates diversity, dismantles barriers, and invites all to serve God's kingdom.

Model of Service: The ARO serves in three primary roles that support one another.

- The ARO provides **students** with disabilities equal access to the college
- The ARO partners with **faculty** to maintain academic integrity
- The ARO supports **the college** by ensuring legal compliance with accessibility law

When a student registers for accommodations in your specific course, **you will receive a Letter of Accommodation (LOA)** confirming the student's association with our office and their approved accommodations. This letter is your indication that the accommodations are necessary, but does not include information regarding the student's disability/diagnosis. **A student need not disclose the type of disability they have and should not be asked.**

Resources

- Faculty can access accommodation information, upload exams that are proctored by the ARO, and more through the **AIM instructor portal**. You can access this through my.westmont.edu by searching "ARO".
- **The faculty corner on our website** has the following resources including:
 - The ARO referral form
 - Syllabus statement
 - Materials for continuing education on disability and accessibility
 - Resources for common diagnoses
 - Policies and procedures for specific accommodations
- **Trainings offered**
 - Quarterly faculty deep-dives (topics to be announced on faculty corner)
 - Departmental visits upon request
 - Individual course consulting





FACULTY RIGHTS & RESPONSIBILITIES

Responsibilities

- Be **aware** of and familiarize themselves with the college's policies and procedures related to disability services.
- **Communicate** with the ARO and students about accommodation needs and collaborate in the implementation of approved accommodations.
- Maintain **confidentiality** regarding information about students' disabilities and accommodations.
- **Implement approved accommodations** for students in a timely and effective manner. Denying approved accommodations can cause the college a serious liability. If you believe that an approved accommodation will fundamentally alter your course, please contact the Director of the ARO to find a solution that will address the underlying need of the student while also maintaining the course goals.
- **Ensure that teaching materials are accessible**, working toward [universal design for learning](#).
- Participate in **professional development** opportunities related to inclusive teaching and working with students with disabilities.

Rights

- **The right to clear communication** from the ARO regarding the accommodations provided to students in their classes.
- **The right to consult** with the ARO to discuss appropriate accommodations and modifications for students with disabilities.
- **The right to expect that accommodations provided for students with disabilities are reasonable** and do not fundamentally alter the nature of the course or learning outcomes.
- **The right to have access to resources and training** to better understand and implement accommodations effectively.

We are here to support your work with students! If you have any questions or concerns, we are available to collaborate.

The Accessibility Resource Office

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