

When dealing with students on **matters of health, disability**, and/or related topics, please follow these guidelines:

- **Faculty should never review medical documentation from a student. Do NOT attempt to evaluate/diagnose students' health issues** and/or concerns. Instead, refer the student to the **Student Accessibility Center (SAC) in L-237**. The SAC will review the documentation/claims and give the student a letter to share with faculty if accommodations need to be made.
- **Temporary conditions and medical reasons may be covered.** There may not be much or any advance notice in certain cases. As stated above, all medical documentation/claims should be referred to the **SAC** team for evaluation/verification.
- You may **NOT have a general prohibition against make-up work** or rescheduling exams either as class policy or explicitly stated in your syllabi.
- **All syllabi must include the following:**

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## Accessibility Statement

City Tech is committed to supporting the educational goals of enrolled students with disabilities in the areas of enrollment, academic advisement, tutoring, assistive technologies, and testing accommodations. If you have or think you may have a disability, you may be eligible for reasonable accommodations or academic adjustments as provided under applicable federal, state, and/or city laws. You may also request services for temporary conditions or medical issues under certain circumstances. If you have questions about your eligibility and/or would like to seek accommodation services and/or academic adjustments, please contact the **Student Accessibility Center (SAC)** at **300 Jay Street**, Room **L-237**; telephone: **718-260-5143**; WWW: **<http://www.citytech.cuny.edu/accessibility/>**.

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All **faculty** should note that they are **NOT the "decider(s)"** with respect to these issues.

- **Disability** is defined as a physical, medical, mental, or psychological impairment under applicable laws.

- **Academic adjustments** are required for qualified students with disabilities by:
  - modifying academic requirements unless such requirements are essential to the instruction being pursued or to any directly related licensing requirement;
  - ensuring that course examinations for such students reflect their achievements in the course and not their disabilities;
  - taking steps to ensure that a qualified student is not excluded from participation or discriminated against because of the absence of educational auxiliary aids;
  - ensuring that no rules have the effect of limiting the participation of students with disabilities in any educational program or activity.

Please be aware that PERSONAL LIABILITY *is* a possibility in cases where these rules have not been implemented. Therefore, please consult with the [SAC team](#) if you are, in any way, unsure and/or have any questions and/or doubts.

**In case of an emergency**, please call **911** and contact the [Office of Public Safety](#) at **718-260-5555**.