

# WE ARE HERE TO HELP



## Faculty reference guide to student accommodations and reporting

UND is committed to providing a safe and equitable campus environment for all students, employees, and visitors. Faculty are in a unique position to support this goal by providing information to students about reasonable accommodations and by reporting possible discrimination, harassment, or sexual misconduct. Below is information to guide you in doing your part to create an equitable UND.

---

## ACCOMMODATIONS

### Providing Equal Access

UND provides reasonable accommodations and adjustments based on disability-status, pregnancy-status, and religious beliefs to enable students and qualified employees and applicants an equal opportunity to succeed at UND. In the classroom, reasonable accommodations/adjustments may alter the academic environment or how a task is typically performed to provide access. However, they do not fundamentally alter the program or modify essential course requirements.

Students are not required to use any specific words to begin an accommodation discussion. If a student asks about or tells you they need an accommodation, you must acknowledge the request. If you have questions or concerns, please contact Accessibility for Students regarding disability accommodations and the Equal Opportunity & Title IX Office for all others.

### Disability Accommodations

- Students request accommodations through Accessibility for Students
- Students with approved accommodations will be provided with a verification document that verifies their need for a disability accommodation and lists recommended accommodations that have been discussed with Accessibility for Students. It is the student's responsibility to contact their instructors to discuss their accommodation needs for their class. It is the faculty member's responsibility to respond promptly and work collaboratively with the student.
- Students do NOT have to disclose what their disability is or use accommodations.
- Examples of common accommodations include but are not limited to extended testing time, use of assistive technology, or changes to the physical classroom space.
- Faculty can be proactive by designing accessible courses. While no one can anticipate everything, there are some common course improvements, such as providing accurate captions and accessible documents, that eliminate the need for some accommodations.

### Religious Accommodations

- Students can request an accommodation through the Equal Opportunity & Title IX Office by using a [Student Religious Accommodation Request Form](#).
- Students with approved accommodations will be provided with a verification document. It is the student's responsibility to contact their instructors to discuss their accommodation needs for their class.
- If instructors have questions or concerns about a proposed accommodation, they should contact the Equal Opportunity & Title IX Office.
- Examples of common accommodations include but are not limited to excused absences for religious observances or modification of test date due to fasting.

### Pregnancy Adjustments

- Students can request a pregnancy adjustment by contacting the Equal Opportunity & Title IX Office.
- UND cannot require a pregnant student to accept physical environment changes or other adjustments unless pursuant to state or federal law.
- Examples of common adjustments include but are not limited to changes in the physical classroom environment and excused absences related to the pregnancy.

# SUPPORT AND REPORTING

Faculty and staff are in a unique position to support and assist those who report discrimination, harassment, or sexual misconduct, including sexual harassment, sexual assault, relationship violence, and stalking. Below is information to guide you in responding to and supporting someone who confides in you.

## Support

### What should I do?

- Your job is to listen openly, be supportive, and report. Do NOT investigate.
- Don't ask judgmental questions or tell what to do or how to feel.
- Don't allow myths to affect how you perceive the survivor.
- Offer to help the student get connected to resources.
- Let the student know that while you will keep their information private, you need to share their information with the Title IX Office so we can make sure they get information about their rights, resources, and reporting options.
  - "I appreciate your coming to me for support. I want to make you aware of my role's limitations. As an employee, I must share information about any incident of sexual misconduct with the Title IX Coordinator. We do that to make sure you get all the information you need so you can make choices about how you want to proceed. You won't be required to make a complaint if you don't want to. I can't keep this confidential, but I will keep it private."

## Report

### When do I need to contact the Equal Opportunity & Title IX Office?

UND faculty, unless acting in a confidential role, are required to share information about **all** potential or suspected harassment, discrimination, sexual harassment, or sexual violence against students, whether it occurred on- or off-campus. You must share all relevant information, such as names, dates, and locations, if known, but do not investigate.

All supervisors and/or managers are required to share information about potential or suspected sexual harassment or violence occurring in the workplace.

It is essential that we get information about these incidents to the professionals on campus who are trained to help. UND's foremost concern is getting support and information to our students and employees so they can make informed choices about how to proceed.

### How do I report?

- You can contact a [Title IX Coordinator or a Deputy Coordinator](#) via phone, email, or in-person.
- You can [make a report](#) on-line.

More information and printable resource guides for students are available at [campus.UND.edu/equal-opportunity](https://campus.UND.edu/equal-opportunity)

### Equal Opportunity & Title IX

#### Donna Smith, Assistant Vice President/Title IX Coordinator/ADA Coordinator

Twamley Hall, Room 102  
701.777.4171  
UND.EO.TitleIX@UND.edu  
[campus.UND.edu/equal-opportunity](https://campus.UND.edu/equal-opportunity)