

Staff & Faculty Guidelines for Assisting Students with Temporary Impairments

1. Faculty & Staff should refer students who experience injuries, surgeries, extended illness or any other sudden medical condition that may require temporary academic, housing, or facility related accommodations to **Student Accessibility & Disability Services** for assistance. Staff & Faculty may call 828-641-0653; email disabilityservices@brevard.edu; or complete the [Staff Referral Form for Student with Temporary Impairment Accessibility Needs Form](#).
2. The Director of **Student Accessibility & Disability Services** will reach out to the student via email or phone to offer assistance.
3. Professional documentation or verification from the Athletic Training Office (for student athletes) may be necessary to verify the need or duration for adjustments particularly if the disability is not obvious. The type of documentation depends upon the situation and accommodation(s) being requested.
4. Typically, medical information is confidential. However, through the request process, the student may grant permission for the Director to convey relevant information necessary to achieve necessary adjustments to appropriate campus officials.
5. When appropriate, the student will be issued a **Temporary Academic Adjustment Letter (TAAL)**.
6. Students are encouraged to contact their professors directly when able to discuss any possible alternate arrangements that will allow the student to fulfill course requirements. Temporary adjustments such as postponing tests or deadline extensions must be approved by the professor on a case by case basis.
7. **Concussion Procedures:** When a student is referred through a **College Athletic Trainer** for a **concussion injury**, the Director of **Student Accessibility & Disability Services** will issue a **Temporary Academic Adjustment Letter (TAAL)** that requests application of the standard recommended concussion protocol for one week (7 days). Because of the student's need to limit screen time and physical activity, the **Director** will automatically notify the student's professors of recommended adjustments appropriate to concussion protocol. Students will still be responsible for discussing specific course adjustment details with their professors as soon as able. Students who need additional accommodations or an extension beyond the standard one week period require additional documentation and should be referred back to the Director.