



Faculty Responding to Student Disability Accommodations

Quick Tips

Things to DO

- Do ask for students to schedule an appointment or come to office hours to discuss accommodations. This includes bringing a copy of their notice of accommodation letter.
- Do ask the student to share with you their strengths and concerns about the class
- Do discuss procedures for students to utilize specific accommodations
- Do refrain from discussing students' disabilities and necessary accommodations in the hearing of fellow students or others who have no educational "need to know."
- Do provide the accommodations on the student accommodation letter
- Contact ODS if you have concerns about any accommodation on a student's letter
- Do grade the work of students with disabilities as you would grade the work of others
- Do sign the student accommodation letter
- Do use the word disability when talking with the student

Things NOT to Do

- Don't compromise the academic quality or rigor of your course. When students have received accommodations, there is no need to "give them a break" by being unduly lenient.
- Don't grade students more harshly because they have had extra exam time or other modifications. This would nullify the effect of the accommodations
- Don't discuss accommodations in the classroom with the student
- Don't tell a student you will NOT provide an accommodation
- Don't modify or alter the student accommodation letter
- Don't request the student to sign an additional agreement to receive accommodations. The only official agreement between the university and the student is the accommodation letter
- Don't ask the student his or her disability
- Don't take responsibility to submit a R.I.T.A form on the student's behalf
- Don't use the term "special needs" or "challenged" when talking with student

This list was compiled by Counseling and ADA Services