**Suggestions for Faculty When Facilitating Student Accommodations**

**Things to do:**

* Ask for students to schedule an appointment or come to office hours to discuss accommodations. This includes requesting them to provide their student accommodation letter for you to sign. You should also receive a copy of the letter from the student.
* Ask the student to share with you their strengths and concerns about the class.
* Discuss procedures for students to utilize specific accommodations.
* Maintain students’ confidentiality. Refrain from discussing students’ disabilities and necessary accommodations in the hearing of fellow students or others who have no educational “need to know.”
* Provide the accommodations on the student accommodation letter.
* Contact the DRC if you have concerns about any accommodation on a student’s letter.
* Grade the work of students with disabilities as you would grade the work of others.
* Use the word “disability” when talking with the student.
* Complete the Test Administration Form (TAF) and provide exam materials within a reasonable time when the DRC sends you an electronic request.

**Things to avoid:**

* 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.
* Grade students more harshly because they have had extra exam time or other modifications. This would nullify the effect of the accommodations.
* Discuss accommodations in the classroom with the student.
* Tell a student you will NOT provide an accommodation. If you have questions or concerns, contact the DRC.
* Modify or alter the student accommodation letter.
* 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.
* Ask the student what his or her disability is.
* Take responsibility to request or schedule an exam on the student’s behalf. (It is their responsibility!)
* Use the term “special needs” or “challenged” when talking with student.