

GUIDELINES FOR INSTRUCTORS

What do I do when I receive an accommodation request?

First, read the accommodation request carefully. It is a formal notice signifying that the student has furnished the college with appropriate documentation of a disability which he or she feels will impact the teaching or learning situation.

Second, discuss the request with the student privately. The form lists accommodations for which the student has provided proof and the types of adaptations which have been recommended by the Disability Services Office.

Third, remember that the request is just that, not a command. All students, regardless of disability must be able to meet the essential competencies for your course; if the student cannot meet the competencies without accommodations, he/she must be given an opportunity to meet them with reasonable accommodations.

NOTE: An instructor is under no obligation to allow/provide accommodations, and should not, until he/she receives a copy of the students Accommodation Letter.

Working with the Student

- Discuss the accommodations with the student (privately if possible)
 - A good start would be – “help me understand your accommodations.”
- **Understand THEIR expectation and convey YOUR expectation**
 - Reference the course syllabus (testing dates, timelines, etc.)
 - The classroom setting/environment (seating, lighting, etc.)
 - Testing expectations (advance notice, Testing Center, etc.)
- **For example** - Students may choose to stay in class for ‘minor’ assessments and go to the testing center for ‘major’ exams.
- **IF the student opts out of ANYTHING on the accommodation sheet, and/or special arrangements are made write it out, sign/initial it, and date it (confirmations can be made via email as well).**
- Date the receipt of the accommodation letter; accommodations **ARE NOT** retroactive.