

## Top Ten Frequently Asked Faculty Questions

**1. How will I know if a student in my class has a disability and needs accommodations?**

If the student has followed the proper procedures for requesting accommodations, they will present you with an Academic Accommodation form signed by a counselor in the Disability Resource Center. If they request an accommodation and have not presented you with this form, you should refer them to the Disability Resource Center.

**2. Can I ask a student if he/she has a disability?**

No. You should not ask a student if he/she has a disability. However, to ensure students with disabilities get the support and resources they need, you should include an access statement on your course syllabus inviting students to meet with you to discuss their disability-related needs.

**3. Who determines the accommodations for a student with a disability?**

Determining academic accommodations is a collaborative process between the counselors in the Disability Resource Center and the student with a disability. Accommodations are determined reasonable when the medical documentation supports the need for them and the accommodations do not fundamentally alter the nature of the course or program.

**4. What should I do if a student asks for an accommodation but does not provide me with an Academic Accommodation form?**

If a student asks for a disability-related accommodation but has not provided you with an Academic Accommodation form, you should refer him/her to the Disability Resource Center.

**5. Am I required to sign the Academic Accommodation form if I do not agree with the accommodations?**

No. You do not have to sign the Academic Accommodation form if you do not agree with the accommodations; however, you should contact the Disability Resource Center so that we can discuss your concerns and make alternative arrangements, if necessary.

**6. What is the process for students taking exams with accommodation at the Disability Resource Center?**

When students need to take exams with accommodations in the Disability Resource Center, they need to schedule an appointment at least one week in advance. The students will schedule their exams using our online request form. Once submitted, you will receive an automated email informing you of their requests. You will be prompted to reply directly to this email and attach your exam.

**7. Can I provide the testing accommodations for a student with a disability?**

Yes. An instructor may provide testing accommodations for a student with a disability as long as the student has submitted an Academic Accommodation form to the Disability Resource Center with the instructor's signature on it. This ensures the student is entitled to such accommodations and that the accommodations are warranted and reasonable given the student's documented disability.

**8. If a student discloses a disability midway through the semester, am I required to accommodate previous work submitted in the course?**

No. You are not required to accommodate previous work submitted. Accommodations begin once the student has signed the accommodation form, gotten his/her instructor's signature, and returned it to the Disability Resource Center.

**9. Am I required to alter my attendance policy for a student whose disability affects attendance?**

No. In most instances, you are not required to alter your attendance policy for a student whose disability affects his/her attendance. However, if the student's Academic Accommodation form lists "flexible attendance" as a classroom accommodation, you are advised to contact the Disability Resource Center to discuss the student's individual circumstances before withdrawing him/her.

**10. Can the Disability Resource Center (DRC) accommodate my students with disabilities when I give a pop quiz?**

No. The DRC requires at least one week's notice in order to proctor an exam for a student with a disability. If you decide to use pop quizzes as a way to measure your students' progress, please make sure you are prepared to accommodate them; otherwise, we would be happy to discuss alternative equivalent assignments with you.