



STUDENT DISABILITY AWARENESS FOR FACULTY

DO'S	DON'T'S
Do understand students must request accommodations and complete the appropriate forms and submit the required documentation to be approved for services.	Don't tell students that you need to review their disability documentation. They are not required to provide that to faculty members.
Do contact the Disability Resource Center (DRC) to clarify any accommodations and respect the student's privacy while meeting during office hours to discuss accommodation letters. (Confidentiality is of high importance)	Don't make the decision you will not provide reasonable accommodations which have been approved by the institution's designee. (ex. Memory aid, tape recorder, audio captioning etc.)
Do treat disability students with the same respect and courtesies as you would treat other students.	Don't ask or pressure a student to disclose their disability. For example, don't make students feel as though they have to tell you their disabilities.
Do remind the students it is their responsibility to schedule their exams at least 3 business days in advance of the exam date to have it proctored at the DRC.	Don't send the exam to the DRC until you have received an email from the DRC requesting the exam.
Do read the Disability Accommodation letter thoroughly, read and sign all required forms and keep the letter on file for your records.	Don't throw the accommodation letter away or give it back to the student. Don't make assumptions or statements that make the disability student feel uncomfortable.
Do provide a disability statement on your syllabus. A syllabi statement can be found at the following link http://www.tamuk.edu/drc/drc-syllabusstatement.html	Don't forget to mention to students that our university has a Disability Resource Center (DRC) on campus for students who have a diagnosed disability or who become temporarily disabled.
Do provide only the approved accommodations listed on the accommodations letter.	Don't provide additional accommodations that have not been approved in the letter. Don't make inappropriate comments to disability students regarding their accommodations. (ex. Why do you need a reader, you're in college now?)
Do complete and return the Exam Proctoring form to the student as soon as possible.	Don't return the proctoring form for the student. It's the student's responsibility to return the Exam Proctoring form to the DRC office.
Do request a note-taker immediately within the first week of receiving the accommodation letter. If you do not secure a note-taker within the first week of receiving the accommodation letter, please contact the DRC.	Don't ignore the student's request for a note-taker even if you are not reminded by the student.
Do be sensitive in reference to disability students relating to comments and labeling.	Don't label disability students. For example, don't say "Here comes the blind student" or assume that disability students cheat on class assignments, homework or exams. Don't label students as lazy.
Do understand that students are encouraged to advocate for themselves; however, if they feel the need to involve the DRC office we will assist the students to resolve disability related issues.	Don't ignore disability related issues because it could result in the student submitting an informal complaint to the DRC office, submitting a formal complaint to the Office of Compliance for discrimination or contacting the Office of Civil Rights directly.
Do attend disability related faculty trainings. The following video will demonstrate how instructors and students should discuss the accommodation letter during their meeting and common mistakes made by students and instructors. https://youtu.be/mBSLohCY_Co	Don't ignore disability awareness opportunities.