

**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.

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)

Do treat disability students with the same respect and courtesies as you would treat other students.

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.

Do read the Disability Accommodation letter thoroughly, read and sign all required forms and keep the letter on file for your records.

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>

Do provide only the approved accommodations listed on the accommodations letter.

Don't tell students that you need to review their disability documentation. They are not required to provide that to faculty members.

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.)

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.

Don't send the exam to the DRC until you have received an email from the DRC requesting the exam.

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.

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.

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 reaac 109 >>BDC q 38.76 2

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.