

Memorandum

To: University Deans, Department Chairs and Directors

From: Sandy Hubler, VP, University Life

Date: February 1, 2006

Re: Students with Disabilities

It has come to the attention of the Disability Resource Center that some faculty and students are unclear about particular services and policies. Our office strives to communicate with faculty and students in a helpful and timely manner. Therefore, in order to facilitate the accommodation process for students and to aid faculty in communication with students with disabilities, the following has been prepared as a guide. Please review these policies and contact the DRC if you have any questions regarding our services.

Class attendance:

While some students with disabilities may have conditions which necessitate occasional absences, class attendance is a required and essential academic component. The DRC does not establish class attendance policy. When documentation supports flexibility in attendance, the DRC approves such accommodations for certain students. However, the DRC defers to individual class attendance policies. Class attendance policies (when applicable) should be clearly stated in syllabi. These policies should be applied equally/fairly to all students.

Grading scale:

Students receiving accommodations are to be graded on the same scale as any other student in the class. Accommodations should neither alter essential elements of the course nor affect the integrity of the course. Students with disabilities should neither be graded at an advantage nor penalized for having received appropriate accommodations.

Accommodations through the DRC:

Accommodations should not be provided to a student who is not registered with the DRC. Faculty should direct students with documented disabilities to the DRC to meet with an advisor to arrange appropriate accommodations. Or, if a faculty member suspects a disability, he or she should discreetly approach the student with his or her observations and suggest that the student contact the DRC to schedule an appointment with an advisor.

Tag lines for syllabi:

Faculty are encouraged to include a statement about the DRC in their syllabi.

Example:

"If you are a student with a disability and you need academic accommodations, please see me and contact the Disability Resource Center (DRC) at 993-2474. All academic accommodations must be arranged through the DRC."

Disagreements with approved accommodations:

If faculty disagree with an accommodation approved by the DRC (listed on the student's Faculty Contact Sheet), they should contact the DRC as soon as possible. The burden should not be placed on the student. Please feel free to contact the Disability Resource Center at 993-2474 if you have questions or concerns.