Faculty FAQs for Disabilities

When can students take exams in Disabilities Resources (DR)?

- If you have 4 or more students in a particular section that all need extra time.
- If the student receives double time.
- If the student uses other assistive technology provided by DR.
- If you and the student are not able to make suitable arrangements.

How do I arrange exams in Disabilities Resources, if appropriate?

- At the beginning of the quarter, complete the Alternative Testing Contract. There is a link to this in the email you received detailing the student’s accommodations.
- The student then logs in to DR Online Services to schedule the exam.
- DR will schedule the exams following the parameters specified in the Alternative Testing Contract.
- You will receive a confirming email when the exams have been scheduled.
- You can upload the exam via a link in the confirming email.

What do I do if a student needs a note taker?

- Make an announcement in class that a note taker is needed. DO NOT IDENTIFY WHO NEEDS THE NOTES.
- Note takers receive a small stipend for being a note taker.
- Note takers sign up on DR Online Services, www.scu.edu/disabilities.
- Notes may be handwritten or typed. If handwritten, note takers will scan their notes using DR’s scanner or any other scanner they have access to.

Attendance Issues and Delayed Assignments

- Students with this accommodation should discuss with you the acceptable number of absences and the acceptable delay for any assignment.
- Students with this accommodation have a medical condition that is chronic and episodic in nature and should be given extra consideration for absences and delayed assignments.
- It is at your discretion as to how many absences are too many, how late is too late for an assignment.
- Please see our website, www.scu.edu/disabilities for more details on this subject.

Syllabi Statement

It is recommended that you place the following statement on your course syllabus:

Disability Accommodation Policy

To request academic accommodations for a disability, students must be registered with Disabilities Resources, located in Benson 216. Students register using DR Online Services at www.scu.edu/disabilities. Students need to register and provide professional documentation of a disability prior to receiving academic accommodations. Please read “Required Documentation” on the website before starting the registration process. Students may contact Disabilities Resources at 408-554-4109 if they have questions.

DisabilitiesResources@scu.edu  www.scu.edu/disabilities