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 needs to use a computer for essay exams.
- 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?

- About two weeks before the exam, ask the student to go to DR and get a Test Accommodation Request form and bring it to you.
- You complete the form and the student returns it to DR.
- DR schedules the exam and student returns form to you.
- Exam is scheduled as close to the time your class is taking the exam as possible.

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.
- DR provides a copier so they can copy their handwritten notes at no expense.
- Direct interested students to go to Disabilities Resources in Benson 216. Disabilities Resources will make all further arrangements.

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/advising/learning/disabilities/faestudentaccom1.cfm 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. If you would like to register with Disabilities Resources, please visit their office or call at (408) 554-4109. You will need to register and provide professional documentation of a disability, prior to receiving academic accommodations.

www.scu.edu/advising