

**Accommodating Students with Disabilities:
Procedures, and Suggestions for Faculty/TAs**

1. Make a statement to the following effect at the first class meeting: "Students with disabilities who may need accommodations for any sort of visible or non-visible disability are invited to make an appointment to see me." A similar statement can be placed on your syllabus or reading list.
2. Meet privately with the student as early as possible in the quarter to discuss accommodation needs. Information about the disability that may be shared with you is confidential. The Office for Disability Services (ODS) does not give advance notice about disabled students who may be in your course; it is the student's responsibility to directly contact you, and some students may first get a verification letter from ODS before contacting you. We urge students to contact you during the first week.
3. You may request the student to provide verification from ODS about the disability and accommodation needs for the course. If a student is requesting an accommodation directly from you, it is also appropriate if you desire, to first require verification from ODS about accommodation needs. Remember that most UCI students with disabilities have non-visible disabilities such as learning disabilities, low vision, loss of hearing, or medical conditions.
4. Students with disabilities are students. Faculty are not expected to lower expectations or evaluation standards. The important thing is to provide effective and timely access or accommodations so that students have equal opportunity for participation.
5. Discuss with the student possible needs related to testing accommodations, note taking, seating (such as front row seating), reading material in alternate format, early syllabus (in order to have taped or large print text material), American Sign Language interpreting, tutoring, computer access, lab procedures and accommodations. ODS has specific procedures and funding to provide the accommodations, and most require minimal work for instructors.
6. Testing accommodations: these accommodations require the most coordination with faculty. Some students must have testing accommodations (such as extended time, a reader, or large print/Braille). ODS can administer exams with the appropriate accommodations or faculty may administer exams in their office or department with the proper accommodations. ODS can specify the proper accommodations, and has testing accommodation forms that students may present to you.
7. If you or the student are uncertain about the procedures or accommodations, contact ODS. Some students may not be familiar with various disability accommodations available, be new to our campus or have a recently diagnosed or acquired disability.
8. If you know or suspect that a student has a disability (or an undiagnosed disability such as a learning disability or Attention Deficit Disorder), please talk privately with the student or refer them to ODS.
9. Universities are legally required to provide many of these accommodations. Faculty may contact ODS about the requirements or responsibilities of faculty.

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