



CENTER FOR ACCESSIBILITY SERVICES AND ACADEMIC ACCOMMODATIONS

Suggestions for Working with Students with Disabilities

Suggestions for faculty

Faculty play a critical role in helping students who may have learning disabilities by referring them to the Center for Accessibility Services and Academic Accommodations. Once identified, faculty can develop academic adjustments that will permit student with learning disabilities to fully access lecture and course materials.

1. Encourage students to make an appointment during office hours to self-disclose. Ask students who identify themselves how you, as a faculty member, can assist in facilitating course material.
2. Provide students with a detailed course syllabus. If possible make it available before the beginning of the semester.
3. Clearly spell out expectations before the course begins (e.g. grading, material to be covered, and due dates).
4. Start each lecture with an outline of material to be covered during that class. At the conclusion of the class, briefly summarize key points.
5. Present new or technical vocabulary on the board or use a student handout. Terms should be used in context to convey greater meaning.
6. Give assignments both orally and in written format to avoid confusion.

7. Announce required books and reading assignments well in advance for students who are using materials in an alternative format. It may take an extended period of time to convert the material into an alternative format for a student.
8. If possible, select a textbook with an accompanying study guide for student use.
9. Provide adequate opportunities for questions and answers, including review sessions.
10. Allow student to record lectures to facilitate their note taking.
11. Provide, in advance, study guides or study questions for exams that illustrate the format, as well as the content of the test. Explain what constitutes a good answer and why.
12. If necessary, allow students with learning disabilities to demonstrate mastery of course material using alternative methods (e.g., extended testing time, oral exams).
13. Permit use of calculators, scrap paper, pocket spellers and dictionaries during exams.