

## QUICK TIPS FOR USG FACULTY/STAFF

1. Include Disability Services syllabus statement on course syllabus
2. Encourage students to meet with you ASAP regarding disability support needs and what services they will be using at CAS DSS.
3. The CAS DSS offices determine a student's eligibility for specific accommodations/services in relation to their home campus.
4. If a student does not provide you with a memo/letter from DSS, you should not provide accommodations to any student regardless of how convincing they seem. They **MUST** show proof they are accommodated through USG/their home school.
5. Contact CAS DSS coordinator Kaitlin Mills ([kmills3@umd.edu](mailto:kmills3@umd.edu)) regarding assistance with students' accommodations in terms of alternative testing, technology, and any other disability related questions.
6. Information regarding a student's disability is confidential and protected under FERPA. Therefore, a student should be allowed to meet with you privately to discuss disability needs.
7. All faculty and staff play a vital role in providing accommodations to students who are registered with DSS. You should provide help to students with disabilities as you would another other student in your courses. If a student requires additional help that you can't provide please contact CAS DSS offices.
8. Disability accommodations are implemented and designed to allow students with disabilities an equal opportunity to learn and meet course objectives. Accommodations are **NOT** meant to alter any course standards. If a student with accommodations cannot meet course standards, it may mean the student will not pass and should be referred to CAS DSS offices.
9. All faculty and Staff **MUST** provide accommodations to students with disabilities who are registered.
10. Faculty must follow test request procedures by providing tests to CAS DSS offices not later than one day before the exam through the faculty test request form on the DSS website. Please contact Kaitlin Mills ([kmills3@umd.edu](mailto:kmills3@umd.edu)) regarding concerns with tests.