

DISABILITY SERVICES

SUMMARY OF RESPONSIBILITIES

FACULTY/INSTRUCTOR RESPONSIBILITIES

- Include a statement on the syllabi of each course (see examples in The Instructor Companion/Faculty Guide to Working with Students with Disabilities)
- If you are the first contact for a student who is disclosing a disability or requesting accommodations, please refer the student to the ARC/DS to complete the proper procedure.
- Maintain confidentiality – do not, in any way, identify a student to others as having a disability
- Provide accommodations as delineated in the Accommodation Notice sent by the ARC/DS
- Complete the Accommodation Agreement (located on the back of the Accommodation Notice) with the student and give a copy to the student to return to the ARC/DS
- Contact the DS about any questions, concerns, clarifications or assistance needed in providing accommodations

FACULTY/INSTRUCTOR TIPS

- Keep a copy of the Accommodation Notice/Accommodation Agreement for your records
- Sensitivity and understanding are recommended as acknowledgement of a disability and requests for reasonable accommodations can be difficult for some students

STUDENT RESPONSIBILITIES

- Register with the Academic Resource Center and provide appropriate documentation per guidelines set forth in The Policy & Procedure Guidelines for Students with Disabilities at Marietta College (available in print or at www.marietta.edu/academics/resources/arc/)
- Register early (during first semester at MC) as the law does not require us to grant accommodations retroactively.
- Each semester, meet with the Disabilities Specialist (DS) in a timely manner for assistance in identifying academic supports and accommodations and to sign the Release of Information form to allow the Accommodation Notice to be sent to the appropriate faculty member.
- Meet with the faculty member or instructor of each course to discuss specific arrangements for accommodations to be utilized in that course by completing the Accommodation Agreement
- Return a copy of the Accommodation Agreement to the ARC/DS
- Request exam accommodations with professor and ARC – at least three business days prior to the exam by completing the Proctor Request form.
- Inform the DS of any changes in personal information, changes in limitations due to disability, changes in course schedule, or need for additional or different accommodations
- Meet with the DS as needed to monitor progress and discuss any questions or concerns and at the beginning of each subsequent semester to determine continued accommodations.
- Meet with the DS if you feel an accommodation is not being provided by the professor

For more information on working with students with disabilities, please see the [Faculty Guide – Working with Students with Disabilities](#) available in print or online at