QUICK TIPS FOR USG
FACULTY/STAFF

1. Include Disability Support Services syllabus statement from your home campus on the course syllabus.

2. Students must provide you with a copy of their accommodation letter. They do not have to disclose their disability.

3. Do not accommodate a student unless they or the home campus DSS provides you with an accommodation letter.

4. USG DSS testing center located in BSE building- 1322 office space. Open M-F 10:00am-5:00pm

5. When you get a student test request in your inbox, please just read it. You do not submit anything when you receive it. You will wait for the faculty email reminder from Kaitlin/DSS.

6. It is the students' responsibility to submit Student Test Request a week in advance of the exam date. Faculty will immediately get an email once a student submits this online form.

7. Faculty reminder emails with a Faculty Test Request link are sent out the day before the exam, and materials are due 5:00pm the day before exam dates.

8. Faculty must fill out a test request link for EACH student they have in their class. Every student has different accommodations. This is to ensure the correct accommodations are given to each individual student.

9. Provide Academic help to students with disabilities as you would any other student in your class. If you feel a student requires additional help that you can't provide, please contact Kaitlin in USG DSS (kmills3@umd.edu).

10. Disability accommodations are implemented and designed to allow students with disabilities an equal opportunity to learn and meet course requirements.

11. Accommodations are not meant to alter any course standards. If a student with accommodations cannot meet course objectives, it may mean the student will not pass and should be referred to their home campus DSS offices/USG DSS offices.