

A Disability Guide...

For Part-time Faculty and Graduate Teaching Assistants

Need More Information?

If you have a question or concern, do not hesitate to call SDS at **(619) 594-6473**. You will be referred to a counselor or administrator for consultation. We are here to assist you!

Student Disability Services

5500 Campanile Drive
Calpulli Center, Suite 3101
San Diego, CA 92182-7417
(619) 594-6473
www.sdsu.edu/dss



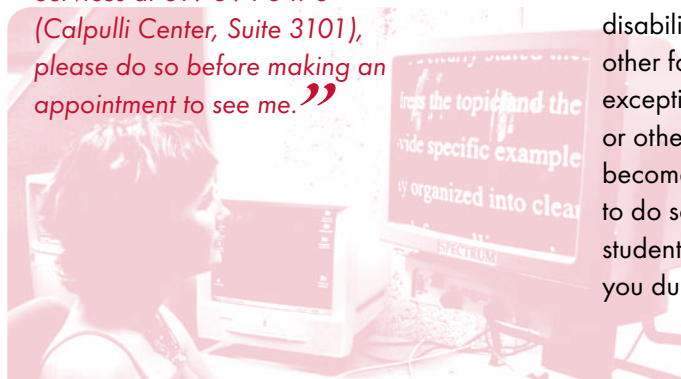


You may be teaching only one or two classes at San Diego State University, and you may not have obligations to participate in all activities that are expected of tenure-track faculty. Your obligations are the same, however, in assuring that students with disabilities who attend your classes receive the accommodations authorized by Student Disability Services. In addition, you are responsible for providing a harassment-free atmosphere that does not discriminate against students with disabilities and other protected groups.

What Do I Need to Know and What Should I Do?

- Students with disabilities who request accommodations must register with Student Disability Services and provide documentation of disability. SDS authorizes accommodations based on the functional limitations described in the documentation provided by a physician, psychologist, or other appropriate professional.
- When you prepare your course syllabus, it is recommended that you insert a statement inviting students with disabilities to discuss in advance their need for accommodations. Here is a sample statement:

“Students who need accommodation of their disabilities should contact me privately, to discuss specific accommodations for which they have received authorization. If you need accommodation due to a disability, but have not registered with Student Disability Services at 619-594-6473 (Calpulli Center, Suite 3101), please do so before making an appointment to see me.”



- Students who have registered with SDS will be able to provide proof of their authorized accommodations. The information is printed on SDS letterhead and is entitled “Authorized Academic Accommodations.” Occasionally, additional accommodations that do not appear on this form may be necessary. If a student is asking for an accommodation (usually some modification of the curriculum) that is not included on the form, refer the student back to his/her counselor. The counselor may ask the student to sign a release in order to speak to you about the accommodation, and may also follow up with a memo that either authorizes or denies the additional accommodation.
- Confidentiality of disability information is of utmost importance. Although some choose to be candid, students are not required to divulge to you the exact diagnoses and symptoms of their disabilities. Your knowledge of a student’s disability should not be shared with other faculty members, with the exception of the department chair or other supervisor, when it becomes educationally necessary to do so. In addition, encourage students with disabilities to meet with you during office hours to discuss disability-related concerns. Avoid discussions when other students are present; if your office is not private, offer a time when the student can reach you by phone for a confidential discussion.
- We honor the confidentiality of students’ disability information. We are unable to discuss individual students with you without a release from the student, unless there is a serious health or safety issue in need of immediate resolution. We are always happy to discuss our policies in general, and sometimes that is all that is necessary.

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- Many students have disabilities that are not readily perceived. At SDSU this applies to 75 percent of the 1,100 students registered with SDS. When you are speaking about individuals with disabilities, you may be speaking to someone with a disability without being aware of their disability. Use appropriate language at all times to create a respectful, harassment-free atmosphere for all learners.