



# Accessibility Resource Center

“Promoting Access, Inclusion and Community”

Division of Academic Affairs

Mitchell Hall, Room 112  
PO Box 413  
Milwaukee, WI 53201-0413  
414 229-6287 *Phone*  
414 229-2237 *Facsimile*

## **Accommodation Guidelines for Faculty and Instructional Staff**

The Accessibility Resource Center (ARC) is charged with the mission of creating an accessible University campus and climate for students with disabilities. We appreciate and rely on faculty and staff collaboration in providing reasonable accommodations to students with disabilities. UWM could not meet its legally mandated obligations without your individual commitment. Your efforts are vital as we work together to provide an inclusive academic environment for all students. We offer the following suggestions to all instructors who are teaching students with disabilities. Please respect a student’s confidentiality in all aspects of accommodation coordination!

### **Accommodation Plan and Faculty Notification Letter**

ARC uses an Accommodation Plan and a Faculty Notification Letter to verify disability and to assist students in their communications with faculty and staff regarding accommodations. The Accommodation Plan indicates what accommodations the student is eligible to receive. The Faculty Notification Letter is specific to each course and will list the accommodations the student is requesting for a particular course. Students are responsible for communicating directly with you and can give you a copy of their Accommodation Plan or send it via email for your reference. The Accommodation Plan and Faculty Notification Letter are confidential and must not be shared without the student’s permission.

In some cases, students may elect to have ARC staff also prepare specific correspondence regarding accommodations. Use of the Accommodation Plan encourages student responsibility and self-advocacy. Please note the name and contact information of the ARC counselor listed on the document as well as the semester. For questions you may have concerning a student and/or an Accommodation plan, please contact the ARC counselor listed. We encourage you to contact ARC staff with questions you may have since this information is confidential; it is not appropriate to discuss it with the student in public or in the classroom when others are present.

### **Class Standards**

Academic accommodations are provided in the spirit of equalizing opportunity rather than lowering standards or waiving requirements. With reasonable accommodations, students with disabilities are to be held to the same educational standards as other students. Together we are charged with the legal responsibility to assure that students with disabilities are not precluded from educational opportunities when reasonable accommodations are available.

## **Alternative Materials for Students with Print Impairments**

Students should order alternative text and class materials six weeks prior to the beginning of the semester. Your cooperation is essential, and it is critical that you make every effort to comply with these time frames.

In addition, it is vital to prepare handouts, diagrams, board work, videos, etc., in accessible format. ARC can assist in preparation of these materials when given appropriate notice.

If books are ordered from other than the Bookstore, please leave information with your department staff on where the book may be obtained.

When writing (ex. Math, Economics), please verbalize the material that you are presenting. Class videos can be improved by offering descriptions of information not offered in the dialogue. Please provide clear and legible copies of written material. ARC can enlarge this print for students who would benefit by it.

When materials are not made available in a timely manner, students cannot be held responsible for this information in examinations. But more importantly, inaccessible information diminishes the student's academic experience and is contrary to law.

## **Testing Accommodations**

Students registered with ARC may need accommodations for exams and quizzes. These include accommodations which you arrange in your department (extra time, taking the exam in a separate quiet room) and accommodations which need to be arranged by ARC (use of adaptive equipment). Students eligible for these accommodations are expected to talk with you as soon as possible during the semester. Their Accommodation Plan will confirm testing accommodations needed; you may request a copy from the student.

If students without an Accommodation Plan request extra testing time because of a disability, please refer them directly to ARC. We require proper documentation of a disability. Based on this documentation the Accessibility Resource Center will determine what testing accommodations are appropriate.

If exams are to be proctored by ARC, the student must request this through our online system, ARConnect. You will receive a link in a Faculty Notification Letter email, that will take you to the Alternative Testing form. Please complete the form as early as possible. It is the student's responsibility to request the accommodation and meet with you to complete the online form.

Please note that all tests must be forwarded to ARC 24 hours in advance. Exams can be uploaded into ARConnect or delivered to our office. Following these guidelines is critical to ensure that the student can receive alternative testing in ARC.

Please share this information with your TAs. Students often schedule testing with TAs, and it is essential that TAs understand and follow the procedures involved.

The Accessibility Resource Center has established procedures to safeguard exam security and protect the integrity of the exam process. Please contact our office should you have any questions or concerns regarding this. We will be pleased to work with you to resolve any concerns.

### **Notetakers**

Some students need a classmate to share their notes in order to have access to the course materials. ARC staff will attempt to secure a note taker through ARConnect by emailing your class roster. At times, ARC may have difficulty securing a note taker and we may then request your assistance. We may ask that you make a class announcement requesting a volunteer notetaker, send an email to your class list, approach an individual student, or give the student lecture notes prepared by faculty or TAs. Notetakers may volunteer or be paid a small stipend. Notetakers can be essential to the success of students who require this accommodation. Be sensitive to the student's privacy in requesting notetakers – all accommodation needs are confidential.

### **Interpreters and Captionists**

ARC provides sign language interpreters and captionists to facilitate communication between the student, instructor and classmates. Sign language interpreters and captionists have completed intensive education and training programs to ensure complete and accurate communication for all involved. As with all students, please communicate directly to students utilizing these services (please avoid saying, "Tell him/her"). Sign language interpreters and captionists abide by a strict code of ethics and professional conduct. They are precluded from providing any other services or assistance other than direct interpreting. This means students are responsible for their own performance and attendance in class. **Please note: in order to be fully accessible and to promote universal design, all videos and films shown in class should have captioning or subtitles available.** For more information regarding captioned or subtitled media, please contact DHH – [caption@uwm.edu](mailto:caption@uwm.edu).

### **Syllabus**

Please include the following statement in your syllabi: "If you will need accommodations in order to meet any of the requirements of this course, please contact me as soon as possible." Please avoid placing deadlines for such requests on your syllabi. Suggestions to contact the instructor within the first few weeks are acceptable.