

Dear Colleague:

Temple University faculty has a proud history of commitment and innovation in the inclusion of students with a disability in our courses of study. Your commitment is rewarded by the fact that students with a disability achieve the same academic success as their non-disabled peers.

In continuing to work toward excellence in supporting students with a disability, we would like to offer you some advice and guidance in working with these students who seek assistance from you.

- Information about a student's disability must be handled confidentially at all times. Please arrange any such discussion with a student in an appropriate, private area.
- Review the approved academic adjustments listed for this student in the accommodation letter. Afterwards, please sign it and send us the acknowledgment for our records. We suggest you keep a copy in your records.
- Sometimes it may be difficult to arrange reasonable accommodations approved by Disability Resources & Services (DRS). In these instances we urge you to contact the student and DRS as soon as possible to explore alternate reasonable accommodations that will allow equal participation of the student, without compromising academic integrity.
- Ongoing discussion between faculty and student is important for ensuring equal academic access for a student with a disability. In collaboration with DRS, you and the student may agree on alternative strategies. If appropriate, DRS will then issue a revised accommodation letter.
- DRS can help you with exam administration for disability-related accommodations when necessary. Students in need of these services should give you a test administration form that addresses appropriate procedures. The form is available at <http://www.temple.edu/disability/>.

Thank you for your assistance and please know we are here to assist you.

Sincerely-
The DRS Staff