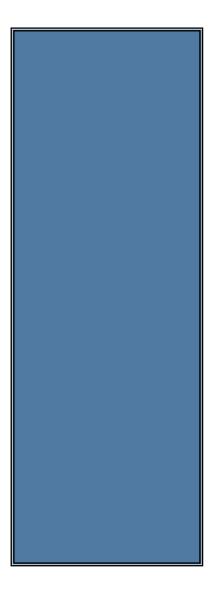


## New at DASS - Online Test Scheduler for Students

ceive a Test Proctor Form from DASS 2-3 days before the test. Please use this information for your records of students testing with DASS. This is the best time to confirm that your student has scheduled the exam on the correct day and time. If your student has inappropriately scheduled with DASS before speaking with you, please direct your student to come see you and inform



"I was, on the whole, considerably discouraged by my school days. It was not pleasant to feel oneself so completely outclassed and left behind at the beginning of the race."

Winston Churchill

## Accommodation Focus: Reminders for Faculty

Include the current University approved disability statement in your syllabi (see page 4).

Expect a hand-delivered and current accommodation letter from students in a sealed envelope (no faxes or emails).

Read the letters carefully. They are not all the same.

Discuss the letter in private with the student. Be dear on how each accommodation will be implemented. Allow time for such discussion.

Privately address

other students. Never identify students with disabilities as such in front of others.

Expect ample advance request by students for testing arrangements. Provide advance notice and all required forms to DASS when requested.

If questions arise, call DASS or the Coordinator listed on the letter of accommodation. We are here to help!

## FERPA and Confidentiality: Protecting Students' Privacy

All disability-related information is protected by FERPA guidelines. Each accommodation letter you receive contains a reminder about maintaining this confidentiality for students with disabilities (SWD). Here are some common scenarios where confidentiality is unintentionally broken, with damaging results for DASS students.

.A stated laptop policy that prohibits laptops except for SWD

Accepting or discussing an accommodation letter before or after dass while other students are present

Connecting other students to a SWD for advice or assistance without the permission of the SWD.

er faculty members when they do not have a need to know.

Identifying a SWD as the receiver of peer notes to other students

Leaving letters of accommodation exposed on a desk where others may see them.

For additional information, visit: http://smu.edu/alec/FAQ%20re%
20Confidentiality.pdf

## What Students Want SMU Faculty to Know

Over the years DASS staff have compiled some tips from students which we thought would be helpful for faculty. A few of these tips are listed below.

Understand that students probably know more about their disability than professors do! I've had professors in the past try to tell me what is wrong with me when I delivered my letter.

I think professors should convey openness, instead of making students feel like they are being judged.

The most important thing to remember is that students with disabilities know they have a problem; most likely, it is embarrassing to them; and they'd rather not have the dass know.

The entire list is available here: <a href="http://www.smu.edu/alec/dassforfaculty.asp">http://www.smu.edu/alec/dassforfaculty.asp</a>.

Accessible Texts: A Tale of Two Professors

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