

Disabled Students Program

In order to have the process work successfully, the Disabled Students Program is dependent on the student to fulfill his or her responsibilities as far as communicating to their faculty their special needs.

Student responsibilities

1. Contact DSP and their faculty member early in the quarter of their need for special circumstances for testing or note-taking.
2. Request a letter from DSP be sent to the faculty outlining the student's need for special accommodations.
3. Meet with their faculty member during office hours to confirm the special testing arrangements and discuss whether or not they have arranged for a proctor. **THIS IS WHERE THE BREAKDOWN USUALLY OCCURS.** If the student has made arrangements for a proctor from DSP but does not inform the faculty member, the faculty often arranges for a proctor as well, resulting in an obvious redundancy and confusion. While this is the student's responsibility, it might be good to ask the student specifically when they come to you whether or not they have arranged for a proctor with DSP. If they have not, they should be reminded that this is their responsibility, not yours.

Faculty responsibilities

1. Once we know that a proctor has been arranged, you should contact the undergraduate office so that they can arrange for a room for the exam to take place, preferably two weeks prior to the time/day of the exam. They will notify DSP of the location of the exam. We can either arrange for a room for the entire exam period, or for whatever overflow time the student is allowed.
2. On the day of the exam, the student should have arranged to meet their proctor at the original testing location. If the room has been arranged for the entire (extended) exam period, the proctor should meet the undergraduate advisor at the scheduled site, pick up the exam, and take the student to the room reserved. If the room is only for the extended period, the same procedure should be used, except that at the end of the normal exam time, the proctor will take the exam and walk with the student to the scheduled room. The proctor should be instructed where to deliver the exam when the student is finished.

As you can see, primary responsibility belongs to the student. However, it might be helpful if faculty make an announcement clearly during the first week of class informing students who need special arrangements of their responsibility, encouraging them to see the undergraduate advisor/or the faculty member during office hours during the first week of the course.

If you have any questions regarding this procedure, please contact the undergraduate advisor.