

## **FACULTY INFORMATION SHEET**

Disability Services and Programs  
University of Southern California  
3601 Trousdale Parkway  
Los Angeles, CA 90089-0896  
Phone: (213) 740-0776 / Fax: (213) 740-8216  
Email: [ability@usc.edu](mailto:ability@usc.edu)

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### **FACULTY MEMBERS' ROLE**

Working with Students Who Have Documented Disabilities

**1. INCLUDE A STATEMENT IN YOUR SYLLABUS**

Provide a statement on your syllabus directing students to Disability Services and Programs (DSP). This statement could read as follows:

“Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me or the TA as early in the semester as possible. DSP is located in STU 301 and is open 8:30 a.m. – 5:00 p.m., Monday through Friday. The phone number for DSP is (213) 740-0776.”

It would be very helpful to read this statement out loud – ideally during the first few weeks of class – and encourage students who have disabilities to discuss their needs and accommodations with you after they have registered with DSP.

**2. REVIEW THE DSP WEBSITE AND FAMILIARIZE YOURSELF WITH THE POLICIES AND PROCEDURES**

<http://www.usc.edu/disability>

**3. ASSIST IN THE IMPLEMENTATION OF ACADEMIC ACCOMMODATIONS**

The University of Southern California determines through DSP that academic accommodations are necessary to support a student with a disability. It is the academic department and faculty members' responsibility to ensure academic accommodations are provided. It is the student's responsibility to submit accommodation requests in a timely manner as well as follow DSP's policies and procedures. Faculty and/or TA's should encourage students with disabilities to discuss disability-related accommodations in a confidential setting during office hours or otherwise. DSP personnel are available for consultation should questions and more complicated accommodation needs arise.

**4. KEEP DISABILITY RELATED INFORMATION CONFIDENTIAL**

Having a disability is a very personal matter and should be addressed confidentially with the student and/or DSP. The accommodation letter presented to the faculty outlines accommodations only and does not make reference to the type of disability a student has. Some students may choose to divulge their disability in deeper detail but this is strictly up to them. Keep in mind that many disabilities are invisible and that erroneous assumptions can be made. Great care should be taken not to reveal a student with a disability by way of announcements, speaking about a student's disability in such a way that the conversation can be overheard, sharing a student's disability with other faculty members except when educationally necessary, etc.

### **IMPORTANT NOTE**

Accommodations should not be provided to students who are not registered with DSP. All students must show faculty a letter from DSP which verifies their registration and outlines their accommodations.