

Montgomery College  
Disability Support Services (DSS)  
January 11, 2007

MEMORANDUM

To: All FT/PT Faculty

From: Rose Sachs, DSS-R Chair

Subject: Guidelines for Working with Students with Disabilities

As a reminder for returning faculty and to assist newly-hired faculty, the following are up-dated information and general guidelines for working with students with disabilities. Chairs, please provide copies of these guidelines to adjunct faculty.

1. Please be sure that the following statement appears in your syllabus:  
*Any student who may need an accommodation due to a disability, please make an appointment to see me during my office hour. A letter from Disability Support Services (R-CB122; G-SA175; or TP-ST120) authorizing your accommodations will be needed. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations for individuals with disabilities are found at: [www.montgomerycollege.edu/dss/evacprocedures.htm](http://www.montgomerycollege.edu/dss/evacprocedures.htm).*
2. Please do not provide accommodations based on disability to a student without an Accommodation Letter. The accommodations stated in the letter are based on disability documentation presented to DSS. Providing an accommodation without a letter and/or providing an accommodation that is not stated in the letter, unless offered to the entire class, places both the faculty and the College at legal risk.
3. Please provide only the accommodations that are stated in the letter. Any questions, insights, and/or suggestions from faculty are gratefully received and should be directed to the counselor who has initialed the Accommodation Letter.
4. Alternative format, additional time, a reader and/or scribe (authorized by DSS), and an alternative on-campus testing site are reasonable accommodations for test-taking when specified in the student's letter. A take-home test is not a reasonable alternative presentation of an in-class test.
5. Accurate notes are essential to student success. When the use of a note taker is listed in the Accommodation Letter, please ask the student if s/he needs assistance identifying one. Please make arrangements as soon as the student presents the Accommodation Letter; if no volunteer can be found, remind the student to contact DSS for assistance.
6. All students, including students with a disability, are expected to perform the required tasks of the course or an appropriate and equal alternative, determined in collaboration with DSS.
7. All students, including students with a disability, are expected to comply with the Code of Conduct as it appears in the MC Student Handbook on the web at:  
[www.montgomerycollege.edu/departments/academicvp/Student\\_PandP.htm](http://www.montgomerycollege.edu/departments/academicvp/Student_PandP.htm) .
8. The only persons allowed in a classroom, other than those enrolled in the course, are appropriate support persons, such as interpreters, readers, and/or scribes, who have been authorized by DSS. Persons enrolled in a course may take notes for a student with a disability; all other functions must be authorized by DSS.
9. Remember that the identity of the student and the contents of the Accommodation Letter are confidential and may not be shared without consent of the student.

For additional information and guidelines, please refer to the DSS Faculty/Staff Guide at [www.montgomerycollege.edu/dss](http://www.montgomerycollege.edu/dss) or contact a DSS counselor at your campus:

G: Dick Berglund x1992    R: Joan Gough x5054    R: Janet Merrick x5061    TP: Cathy Wilson x1475  
G: Harry Zarin x7767    R: Sue Hassan x5087    R: Rose Sachs x5077    TP: Jacqueline King x1477