

Instructor FAQ

About Student Life Disability Services (SLDS)

Part of the SLDS "Quick Reference Guide" series. For more guides, visit go.osu.edu/slds-guides

What is the procedure for *[insert accommodation here]*?

When students request their accommodations, they should provide instructors with SLDS paperwork that includes specific instructions. Depending on the request, SLDS staff may also reach out to instructors for further coordination. If ever unsure about a procedure, please contact SLDS.

How do I refer a student to SLDS?

Encourage them to call/visit during drop-in hours: Monday-Friday, 8:00 am – 5:00 pm. Our website (slds.osu.edu) also has helpful information for students.

Can I accommodate a student who is not registered with SLDS?

Yes. While Disability Services is the official channel through which students can register for accommodations, there may be instances where it makes the most sense for a faculty or staff member to accommodate a student without needing pre-authorization from SLDS (particularly if the need is readily apparent and the request would be easily achievable).

Can I proctor a student's accommodated quiz/exam myself?

Yes, assuming you are able to provide the student's accommodations (e.g. extended time, distraction-reduced testing space). Many students prefer for their instructors to proctor their quizzes and exams, as it gives them equitable access to the instructor for questions and corrections. If you are unable to proctor yourself, the student can schedule to take the exam at SLDS.

Do accommodations apply retroactively?

Not necessarily. Accommodations are designed to be implemented at the point of request moving forward. Typically, instructors have discretion whether or not to apply accommodations retroactively. You are welcome to consult with SLDS when considering retroactive requests.

Can I require students to request accommodations at the start of the term?

While you can *encourage* students to request accommodations early in the semester, students are allowed to register with SLDS and/or request accommodations at any point in the semester. Note: Accommodations still need to be requested within a reasonable timeframe to be implemented.

What should I do if I think an accommodation request is unreasonable?

Contact SLDS. Each registered student has an Access Specialist who can consult with you on the reasonableness of a request and how best to provide access in your course.