

## Center for Disability Services (SNAP)

### Seven Points to Guide Instructors

1. **Provide accommodations** for students with disabilities by collaborating with the student and SNAP. Although SNAP is the designated campus office to provide appropriate accommodations and auxiliary aids for students with disabilities, in order for most accommodations to occur, instructors, students, and SNAP staff must collaborate, communicate, and follow through on commitments in a timely fashion.
2. Include a statement regarding accommodations in your **syllabi**. This message should state, “If you are a student with a disability and need accommodations, you are welcome to meet with me to discuss arrangements for the accommodations.”
3. Meet with students with disabilities regarding disability matters, and maintain their **confidentiality**. Conduct disability-related meetings in a private location. They may be requesting assistance getting notes, or asking you to fill out a form used to facilitate taking exams with accommodations at SNAP. In either event, privacy is essential.
4. Work with SNAP to provide students **print materials**, i.e. handouts, etc., to be converted to alternate formats in a timely manner (if this is an approved accommodation). Students need to get materials at the same time as their peers. Therefore, it is critical that you inform SNAP about print materials that you plan to use as soon as you are requested to do so either by a student or SNAP.
5. **Do not feel obligated to provide accommodations if a student with a known disability has not requested them.** In other words, you are not asked to guess or predetermine what a student may need. Students have the right to choose not to use accommodations. On the other hand, if a student asks retroactively to fix a problem because he/she has failed to use accommodations, you are not under any obligation to do so.
6. **If a student claims to have a disability and requests accommodations, please refer them to SNAP.** Not all students with disabilities are registered with SNAP. This office is the only office designated to review documentation of a disability and determine eligibility for specific accommodations for students. If in doubt, ask the student to provide a letter from SNAP. Also, if a request for an accommodation is questionable or seems unreasonable, consult with SNAP.
7. **Work with SNAP to provide individualized accommodations**, auxiliary aids, and support services based upon disability documentation, functional limitations, and a collaborative assessment of student needs. SNAP generally coordinates services for students with disabilities, but should you choose to provide accommodations without making arrangements through SNAP, it is important that you provide appropriate accommodations (i.e testing location).

Contact SNAP if you are uncertain what is appropriate.

Feel free to call CDS/SNAP at (843) 953-1431 to discuss specific situations, or email us at [SNAP@cofc.edu](mailto:SNAP@cofc.edu).

Adapted from the Ohio State Disability Services Office’s Instructor Handbook: Teaching Students with Disabilities  
(<http://www.ods.ohio-state.edu/faculty/instructor-handbook-teaching-students-with-disabilities>)