# Teaching Students with Disabilities at UC Santa Cruz: Key Points

- UC Santa Cruz embraces diversity and disability is part of that diversity. It is likely you have had or will have students with disabilities in your classes and programs. Consideration for students with disabilities and the Americans with Disabilities Act (ADA) during course planning will help prevent unnecessary complications and additions once your class begins. The DRC website provides comprehensive resources on law, accommodations, process, and services: [http://drc.ucsc.edu/fac-staff/faculty/index.html](http://drc.ucsc.edu/fac-staff/faculty/index.html)

- Faculty members and TAs should maintain a welcoming environment that will encourage students with disabilities to meet with you. It is highly recommended that you include this statement into your course website, syllabus, and class announcements early in the term:

  - Students with disabilities: If you anticipate any barriers in this course, please contact me privately in order to discuss accommodations. Please do so within the first two weeks of the quarter. Contact the Disability Resource Center for information about the campus procedure, 831-459-2089, Room 125 Hahn Student Services or by e-mail drc@ucsc.edu

  - Students decide if and when to disclose their disability and whether or not to request academic accommodations, such as note takers, sign language interpreters, extended exam time, etc. Students are encouraged to contact the DRC early in the quarter. Staff meet with each student to review disability documentation and determine appropriate accommodations. These are listed on the DRC Accommodation Authorization form that students deliver to faculty. This information must be kept private.

  - Most of the students with disabilities at UCSC have invisible disabilities: learning, psychological, chronic medical conditions, ADHD, and others. Some students with disabilities come to UCSC without ever having been identified at their high school or community college. Others may already know they have a disability but have decided to try to make it without accommodations. For more information about specific disabilities and teaching strategies please go to [http://www.washington.edu/doit/Faculty/Resources/](http://www.washington.edu/doit/Faculty/Resources/)

  - Select and post reading list in a timely manner. In order for students to acquire their course materials in an alternate format (audio, Braille, large print), it is essential that faculty confirm reading lists as early as possible. Please provide your reading list to the Baytree Bookstore even if you plan to use an off campus bookstore. This ensures ADA accessibility as well as acceptance of book vouchers for students.
• The procedure for coordinating extended exam arrangements differs with each department and or division. While faculty members are responsible for the exam administration, most academic departments have a designated contact person to help. Ask your department manager for the name of the designee. Please notify them at the beginning of the quarter regarding your exam schedule so there will be adequate time to arrange rooms and proctors as needed. Every effort should be made to accommodate late requests from students (less than 7 business days prior to exam), however such requests should be rare. Please contact the DRC if you have any questions or concerns.

• Universal Design of Instruction (UDI) strategies may reduce or eliminate the need for individual accommodations in many cases. UDI also serves the variety of learning styles and cultural backgrounds of our diverse student body and it is consistent with the UCSC Academic Senate COT focus on “learning centered teaching.” Many of your colleagues have already implemented UDI strategies. More detailed information about UDI is available at http://www.cast.org/udl/

• All class web sites and applications must be accessible and easily usable by all students, including those with disabilities. It is highly recommended that faculty utilize E Commons for course management. E Commons is ADA accessible. Please provide clean copies of articles for readers, E Commons or other electronic holdings. No notes in margin or underlines or crooked photocopies. If you intend to show movies, slides, or video, be aware that media, in accordance with Federal Law, must be captioned or subtitled. This includes films and video clips posted online. More information about electronic accessibility requirements can be found on http://its.ucsc.edu/accessibility/accessible-online-instruction/. Faculty Instructional Technology Center (FITC) is available to support faculty through the process. http://its.ucsc.edu/fitc/

• The design of inclusive programs and implementation of any disability-related accommodations is a shared campus responsibility. It is a collaborative process involving the student, the DRC and instructors. Reasonable accommodations are identified when barriers to students with disabilities are identified. Accommodations do not lower the curriculum standards or fundamentally alter essential course requirements. You do not have to be an expert on disability related matters, but you must be prepared to work together to ensure equal access. The DRC is available to answer questions or discuss concerns regarding legal mandates, policies and procedures.

DRC Contact Information:
E-mail: drc@ucsc.edu
Phone: (831) 459-2089 voice
Fax: (831) 459-5064
Location: 125 Hahn Student Services
Website: http://drc.ucsc.edu “Faculty Resource Page”

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