

# WORKING WITH ARC: GUIDELINES FOR FACULTY & STAFF

## DO'S

- **Speak with ARC** if you think an accommodation might fundamentally alter your course;
- **Include the ARC statement** in your syllabus;
- **Encourage students to utilize ARC** by making general announcements in class;
- **Talk privately with your student** if you receive a letter from our office or they speak to you about it;
- **Refer a student** if they mention support services in high school and ask for something similar from you;
- **Refer a student** who may need temporary accommodations due to a medical issue;
- **Refer a student for coaching** if they are struggling in your course;
- **Ask us about** universal design principles for your course or reach out to colleagues.

## DON'TS

- **Provide an accommodation** (like extra time on test) if there is no accommodation letter;
- **Ask a student about their disability** or ask for documentation to prove it;
- **Initiate a conversation** about accommodations in a public space;
- **Make statements that out a student with a disability**, like, "John, come talk to me about your accommodation letter.";
- **Try to talk a student out of using** their approved accommodations;
- **Promise a student** will get a specific accommodation after meeting with ARC;
- **Share information** about a student's accommodations with other staff unless they have an educational need to know.