Primary Goals for the TA:

- Assist the professor and UMBC in ensuring the student has **equal access** (e.g., to the classroom/laboratory facilities, to your office, to communicate with you and his/her classmates, to information provided to other students in the class).

- Assist the professor and UMBC in ensuring the student receives all academic adjustments and accommodations (these terms often are used interchangeably) prescribed in the letter from Student Support Services (SSS).
  
  - The letter from SSS is delivered via email to the professor of record.
  
  - TAs should ask the professor if there are students in the class who have prescribed accommodation needs of which they should be aware.
  
  - Unless specifically prescribed in the letter from SSS, additional accommodations are neither required nor recommended.

- Ensure you neither discriminate against nor provide unfair advantage to the student.

Privacy and Confidentiality:

- The student has a right to privacy and confidentiality, and the TA must both respect and protect those rights.
  
  - The student has a right to choose whether or not to self-disclose the fact that he or she has a disability, as well as any information about the disability. The TA does not have a right to know this information and should not ask.
  
  - Only a student who seeks accommodations must disclose the presence of a disability, and they must disclose the details and provide documentation only to SSS.

Performance Standards:

Performance standards should be the same for all students. However, some students with disabilities may need to exhibit their knowledge or achieve course requirements differently than their peers. For example, a student may need to type an essay exam rather than write it by hand, but the standard for evaluating the work should not be different.

Visible and Invisible Disabilities:

- Many more students have “invisible” disabilities (e.g., learning disability, chronic health condition) than “visible” disabilities (e.g., use a wheel chair, blind).
Regardless of disability, all UMBC students are “qualified” to matriculate. Make no assumptions or judgments.

### Examples (lists are not exhaustive):

<table>
<thead>
<tr>
<th>Category of Need</th>
<th>Accommodations That Might Be Prescribed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course materials (e.g., text books and handouts available in alternate formats)</td>
<td>Audio tape, CD, Enlarged print, Screen reading software</td>
</tr>
<tr>
<td>Assignments</td>
<td>Substitute (but equivalent) assignments, Advance notice of new assignments not listed on the syllabus, Delayed due dates</td>
</tr>
<tr>
<td>Testing (includes exams and quizzes)</td>
<td>Extended time, Use of a reader and/or scribe, Environment with reduced distractions, Use of a computer and/or spell checker, Use of a calculator, Enlarged print materials, Alternate format (e.g., from multiple choice to essay or vice versa), Use of a magnifier (machine or hand-held), Segmented (i.e., dividing the test into segments so the student can complete the test in more than one testing session), SSS administers most accommodated tests; all prescribed accommodations must be provided by professors who opt to administer them</td>
</tr>
<tr>
<td>Other</td>
<td>Preferential seating, Sign language interpreter or real-time scribe, Notes provided by a note taker, the professor, or the TA, Amplified sound using an “Assistive Listening Device”, Access to the classroom, laboratory, office, or other facility via a working elevator, Permission to take frequent breaks, Permission to consume food or beverages in the classroom</td>
</tr>
</tbody>
</table>

### Examples of Disabling Issues & Accommodations:

<table>
<thead>
<tr>
<th>Unable to hear classroom exchange</th>
<th>Assistive listening device, notes, Interpreter, Transcriber</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physically unable to attend class</td>
<td>Skype, notes</td>
</tr>
<tr>
<td>Have material, but unable to see it</td>
<td>Alternate format, magnify</td>
</tr>
<tr>
<td>See material, but unable to read it</td>
<td>Alternate format, magnify, audio</td>
</tr>
<tr>
<td>Read material, but unable to comprehend it</td>
<td>Alternate format, audio</td>
</tr>
<tr>
<td>Comprehend material, but unable to write it</td>
<td>Scribe, oral exams, adaptive hardware and/or software</td>
</tr>
</tbody>
</table>

### Responsibilities Related to Accommodated Testing:

Below are examples of who is responsible for what.
<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
</tr>
</thead>
</table>
| Student                  | ▪ Scheduling appointment for a test to be administered by SSS at least two business days in advance  
         ▪ Notifying the professor when a test is scheduled to be administered by SSS                          |
| Professor or             | ▪ Delivering the test to the SSS Office (located in MP 213) in time for the student’s scheduled testing appointment  
         ▪ Ensuring that the student’s full name (spelled correctly) and the course number are entered correctly on the “pink sheet” attached to the test  
         ▪ Ensuring that any special conditions (e.g., open book, open notes, use of a formula sheet, etc.) are entered correctly on the “pink sheet” attached to the test  
         ▪ Retrieving the test from the SSS Office (located in MP 213) and signing that it has been retrieved |
| Designated TA            |                                                                                                                                 |
| SSS                      | ▪ Securing and protecting the integrity of tests  
         ▪ Providing the prescribed accommodations  
         ▪ Administering the tests in accordance with the professor’s instructions                                           |

**Statement Recommended for UMBC Course Syllabi**

UMBC is committed to eliminating discriminatory obstacles that disadvantage students based on disability. Student Support Services (SSS) is the UMBC department designated to receive and maintain confidential files of disability-related documentation, certify eligibility for services, determine reasonable accommodations, develop with each student plans for the provision of such accommodations, and serve as a liaison between faculty members and students regarding disability-related issues. If you have a disability and want to request accommodations, contact SSS in the Math/Psych Bldg., room 213 or at 410-455-2459. SSS will require you to provide appropriate documentation of disability. If you require accommodations for this class, make an appointment to meet with me to discuss your SSS-approved accommodations.

**Resources and Referrals:**  

▪ TAs should address questions and concerns about working with a student who has a disability to the professor of record FIRST. If you still do not know what to do, confer with a professional staff member (not a student Office Assistant) in the SSS Department.

▪ SSS Office and Hours  
  ○ Accommodations (e.g., course materials, assignments, testing, etc):
    
  213 Mathematics/Psychology Bldg.  
  Phone: 410-455-2459  
  Fax: 410-455-1028  
  Hours: M-F, 8:30 a.m. - 4:30 p.m.

**Questions and Answers:**

1.

2.