

Office of the Provost

August 15, 2012

#### Dear Colleagues:

Please communicate the following statements to your students. Sharing this information in writing will create a record that you have outlined the accommodations provided for by University policy. This also provides students with a reminder not only of the policies themselves, but also of how to access the services and accommodations available.

- Disability Accommodations: Students needing academic accommodations for a
  disability must first be registered with Disability Accommodations & Success
  Strategies (DASS) to verify the disability and to establish eligibility for
  accommodations. Students may call 214-768-1470 or visit
  <a href="http://www.smu.edu/alec/dass.asp">http://www.smu.edu/alec/dass.asp</a> to begin the process. Once registered, students
  should then schedule an appointment with the professor to make appropriate
  arrangements.
- Religious Observance: Religiously observant students wishing to be absent on holidays that require missing class should notify their professors in writing at the beginning of the semester, and should discuss with them, in advance, acceptable ways of making up any work missed because of the absence. (See University Policy No. 1.9.)
- Excused Absences for University Extracurricular Activities: Students participating in an officially sanctioned, scheduled University extracurricular activity should be given the opportunity to make up class assignments or other graded assignments missed as a result of their participation. It is the responsibility of the student to make arrangements with the instructor prior to any missed scheduled examination or other missed assignment for making up the work. (University Undergraduate Catalogue)
- Student Learning Outcomes: Please include in your syllabi all student learning outcomes, both those specific to your course, as well as those that satisfy major and general education requirements.
- Final Exams: Final course examinations shall be given in all courses where they are appropriate, and some form of final assessment is essential. Final exams or

final assessments must be administered as specified in the official examination schedule, and shall not be administered during the last week of classes or during the Reading Period. Please state clearly in the syllabus the date/time and form of the final exam or assessment.

As you begin the semester, please see the following pages listing other recommendations and more information about DASS. Thanks for your help with this. A copy of this letter and the attachments will be posted on the Office of the Provost website at <a href="http://smu.edu/provost/">http://smu.edu/provost/</a>

Sincerely,

Paul W. Ludden

Provost and Vice President

Paul W. Lade

for Academic Affairs

#### ADDITIONAL RECOMMENDATIONS

- Attendance: Faculty are encouraged to take attendance. This helps identify potentially atrisk students. In accepting the recommendations of the President's Commission on Substance Abuse, President Turner has asked that all faculty "announce and utilize an attendance policy, emphasizing the importance of attendance in meeting academic expectations and enabling faculty to take note of frequent or long absences, a potential sign of student distress." If you find that a student is frequently absent from class, stops attending class, or has a period of non-attendance, please contact the student's records office or utilize the Caring Community Connections form to notify the Dean of Student Life of non-attendance. Please state clearly in the syllabus how attendance will be taken and how the attendance information may be used in determining a student's class participation or final grade.
- Midterm Grading: Faculty are encouraged to have quizzes, tests or other forms of assessment throughout the semester and provide midterm grades to students. This provides to all students information about their academic progress. The official midterm grade is due Week 11 of classes, but it is recommended that students be assessed by Week 6 or 7 so they may make adjustments. The Registrar's Office will send you a link during the semester for you to report a student with a midterm grade of C- or below.
- Course Grade: In your syllabus, please inform students about how final course grades will be determined, including information pertinent to your grading decision, such as class participation.
- Office Hours: Faculty are expected to have designated office hours. Please state your office hours in the syllabus.
- Plagiarism: Plagiarism of any kind is prohibited by the SMU Student Honor Code. Faculty
  who suspect plagiarism should consult <a href="http://smu.edu/honorcouncil/">http://smu.edu/honorcouncil/</a> for appropriate actions
  and options.

# **DISABILITY ACCOMMODATIONS & SUCCESS STRATEGIES**

## WHAT WE DO

DASS coordinates the provision of classroom accommodations and disability access on campus. As part of the LEC, DASS operates under the University Provost's office. The DASS team:

- reviews documentation to determine eligibility for services;
- creates accommodation letters for students to use with faculty:
- facilitates test proctoring services when faculty are unable to provide this;
- offers disability awareness training for campus departments;
- provides academic coaching for students with learning differences;
- refers students to on and off-campus support.

#### WHERE WE ARE

#### Team Offices and Student Support

The DASS team is located within the Altshuler Learning Enhancement Center (LEC) at: **202 Loyd Ctr. or 5800 Ownby Dr.** 

Entrance to our building is adjacent to Gate 3 of Ford Stadium. Take the elevator to the 2<sup>nd</sup> floor. Parking for faculty/staff is behind and under the Meadows Museum.

## Test Proctoring Services

We strongly encourage students and faculty members to work out test accommodations themselves. In the event that a faculty member is not able to provide the accommodations, DASS serves as a back up (at a cost to the University). Test proctoring for approved students is held in Room 217 of the Loyd Ctr. Our administrative assistant coordinates this process with faculty and students. She is available for test drop-off or pick-up from 8:30-11:30 a.m. and 12-4:30 p.m. There is a secure drop-box outside of 202m for faculty to drop off tests during non-business hours.

## WHO WE ARE

Associate Director:

Alexa Taylor – 202D 214-768-1918 alexat@smu.edu

Accommodations Coordinators:

Michelle Bufkin – 202F 214-768-1232 mbufkin@smu.edu

Rebecca Marin – 202W 214-768-4557 rmarin@smu.edu Learning & Attention Disorders Coach:

David Tylicki – 202S 214-768-4773

Administrative Assistant:

Candy Brown – 202M 214-768-1470 dass@smu.edu

All offices located in Suite 202 Loyd

Main Number: 214-768-1470 www.smu.edu/alec/dass Main email: DASS@smu.edu