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| **Do** | **Don’t** | **Rationale** |
| Include the OSS statement in your syllabus as per  the Academic Review Committee ([ARC](https://www.ramapo.edu/fa/arc/)**)**, 2018. | Provide accommodations without an  accommodation notice from OSS. | Despite good intentions, doing so may  jeopardize your position in potential disputes that may arise over academic adjustment requests from other students. |
| Make general announcements to the class related  to accommodations, such as directing students to OSS to request them or encouraging students to use them. | Share information about a student’s disability or  accommodations in front of the class or with other staff (unless you have an accommodation letter from OSS and are working with your colleague). | Students’ information regarding their disability  is confidential. Although intentions may be good, please refrain from asking intrusive questions regarding their disability. OSS can share implications of the student’s disability so you can have an understanding of the impacts and how they may play out in your course. |
| Let OSS staff know if any approved  accommodations listed in a student’s accommodation notice may potentially conflict with course objectives. | Refuse to provide the accommodation without  speaking to an OSS staff member. | Denying an accommodation without  understanding how it may or may not be implemented in your course leaves you and the College liable to OCR ([Office of Civil Rights](https://www.hhs.gov/ocr/index.html)) complaints or lawsuits based on discrimination. |
| Talk privately with students about their  accommodations if they bring up the topic. | Talk about accommodations in a public setting. | Creating a respectful and inclusive environment  is important for all students, especially students’  who are part of protected classes (i.e., disability). |
| Submit your Faculty Alternative Testing  Agreement form as early as possible (you have the option to say you’ll provide the testing accommodations on this form). | Leave your Faculty Alternative Testing Agreement  incomplete even if you are providing the testing accommodations. | Without this information, OSS/Testing Center  does not know the parameters of your exams. You will receive an automated email when your form is updated.  If you plan on proctoring your own exams, please select that option on the form and/or email [osstests@ramapo.edu](mailto:osstests@ramapo.edu) and they can update it on your behalf. |

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| Email [osstests@ramapo.edu](mailto:osstests@ramapo.edu) with any questions or concerns related to testing accommodations (i.e., extended test time, testing in OSS/Testing Center, exam details, etc.). | Email [OSS@ramapo.edu](mailto:OSS@ramapo.edu) or OSS counselors at their individual Ramapo email addresses regarding testing accommodations. | [OSStests@ramapo.edu](mailto:OSStests@ramapo.edu) is monitored from 8:30am-  4:30pm during business days. If an email is sent to the personal counselor or the main OSS inbox, OSS may not receive the information in a timely manner, which may impact a student’s testing accommodations. |
| Refer a student to the OSS office if they mention having an IEP or 504 plan or services in high school (like extra time) and they are asking for something similar from you.  Refer students with concussions or medical recovery  challenges to OSS. | Refer a student specifically to OSS when a student has not disclosed a disability or IEP/504 status without folding other campus support services into the discussion such as tutoring, office hours, counseling, etc.  Rely just on notes from medical professionals as to  how to accommodate a student in your class. | Some students feel stigmatized because of their disability status, so it is important to group OSS in with all other campus support services to minimize having students feel targeted.  Recovery and treatment can be complicated and  challenging for students; OSS can support you and  students navigate this process. |
| Contact OSS if you believe a student needs  academic accommodations. | Recommend academic accommodations directly to a  student. | There is still stigma regarding disability status and inferring a student may have a disability can be perceived negatively by the student. Also, you may recommend an accommodation that the student may not have documentation to support. |
| Refer to OSS Faculty Resources available on the OSS  website: [What Faculty Need to Know about](https://www.ramapo.edu/oss/what-faculty-need-to-know-about-students-with-disabilities/)  [Students with Disabilities - OSS - RCNJ](https://www.ramapo.edu/oss/what-faculty-need-to-know-about-students-with-disabilities/)  Contact each student’s assigned OSS counselor or the  OSS Director at their individual Ramapo email address.  For general questions or if the student may not yet  be affiliated, contact [oss@ramapo.edu.](mailto:oss@ramapo.edu) | Hesitate to contact OSS with any questions or  concerns.    Hesitate to raise flags on Connect. | OSS is here to support you and the students. We  cannot provide support if we do not know it’s  needed. Please do not hesitate to contact OSS with  any questions or concerns.  It gives OSS an opportunity to check in with the  student and help them be proactive. |