

Information for TAs on Academic Accommodation for Students with Disabilities

General Information

Important: Do not ask what a student's disability or diagnosis is (it is personal information). Rather, focus discussion on how the student's accommodations will work in practical terms, and what will help them to succeed in your class.

- All students with disabilities are entitled to academic accommodations for course work, labs, tutorials, seminars, etc.
- Instructors, TAs, lab coordinators and assistants, etc. have a duty to accommodate
- Accommodation falls within the *McMaster University Policy on Academic Accommodation of Students with Disabilities*
- Refer to the SAS website sas.mcmaster.ca for more information on accommodation support

What Can I Do as a TA?

- Consult your course instructor or Course Coordinator / Lab Coordinator for a listing of students with disabilities and their accommodations
- Seek a copy of an accommodation letter for each student if possible
- Review your Yellow File for information on academic accommodations
- House letters of accommodation and any other information about the accommodations in your Yellow file
- Retain the Yellow File on campus in your office in a secure and confidential location
- At the end of April shred the contents of the Yellow File
- Ensure your course instructor has included the statement on academic accommodations in the course outline as is noted in the course management policy
- Make an announcement in the first few tutorials inviting students with disabilities to meet with you during office hours to discuss accommodations
- When meeting with students to discuss accommodations, be open, supportive, and confidential while adhering to academic integrity
- Where questions arise about accommodation processes contact SAS for information or support via email, telephone, or by dropping by the SAS office.
- Adopt practices of accessible instructional design into your tutorial – for more information see these resources:

<http://accessibility.mcmaster.ca>

<http://accessiblecampus.ca>

<http://miietl.mcmaster.ca>

<http://sas.mcmaster.ca>

<http://mcmaster.ca/accessibility> - Resources regarding AODA at McMaster

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Get in Touch

905.525.9140 ext. 28652

McMaster University Student Centre B107

Skype: [sas.mcmaster](https://www.skype.com/en/contacts/mcmaster) | sas@mcmaster.ca