Information concerning the Disability Resource Center and facilitating student requests for test accommodations:

As the Disability Resource Center (DRC) looks at each student situation individually, it is difficult to develop a single, overarching policy for the ME department. Faculty are encouraged to make and follow through on accommodation arrangements well in advance of an exam, final exam, or assignment.

Availability and Use of the Conference Room (164 RGAN): The conference room is increasingly being reserved for meetings, so please check with Brenda Heeter (brenda.heeter@uky.edu) for availability and reserve it as early as possible prior to the needed date/time.

In some cases, a room such as 164 RGAN may not meet the specific needs for a student requiring accommodation. To assure the proper space and accommodation, please refer to this link, http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/faculty.html, for the process and availability of testing accommodations through the DRC in Frazee Hall.

Some key factors that ME faculty need to pay special attention to are:

- Planning as far ahead as possible.
- What is the student required to do prior to the exams and what to do if he/she doesn’t?
- What to do if the testing location is acceptable or not acceptable to the student?
- How and when to get assistance from the DRC?
- What to do if at the time of the exam there is an accommodation issue?
- Post-exam issues?

These and other key facts for faculty are outlined and explained on http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/faculty.html which includes these specific areas:

- Confidentiality
- Specific condition and disability information disclosed in accommodation letters
- DRC Letter of Accommodation
- Interpretation of Accommodation Requests
  - Faculty support with class notes
  - Testing Accommodation details
  - Flexibility with Attendance Policy
  - Flexibility with Assignment Deadlines and Exam dates
- Grading Policies and coursework expectations
- The use of multi-media instruction