Dear Faculty:

Below is a Faculty Referral Form for the Office of Student Accessibility Services at DSU. If you have any students that you are concerned about in the classroom please fill out the form. This will better help us identify students who need assistance from this Office. You can send it through interoffice mail, fax it or scan it and email it to me.

How to Make a Referral?
When a student appears to be displaying academic difficulties which are not consistent with the perceived ability of the student, a faculty member may question it. The faculty member, however, should not make any statements to the student which could be perceived to be either a diagnosis or a presumption of fact. Instead, we suggest the following process for referring students:

1. Request a meeting with the student to discuss their academic performance.
2. Present the apparent facts to the student without making any judgment. It is perfectly fine to point out the obvious, visible facts, such as "I have noticed that you seem to be doing very well in class discussions and activities but your last two test scores appear to be far below your ability."
3. Give the student the opportunity to explain the situation from their perspective. If there appears to be no immediately apparent reason, it is fine to ask the student if they have seen in other classes, or for a long period of time in their academic careers.
4. Let the student know that there are a number of resources available to them at Delaware State University including Tutoring Services, the Writing Studio, and Student Accessibility Services.
5. Then fill in the Faculty Referral Form. The student does not need to sign the form in order for you to submit it.

It is important to remember that it is ultimately up to a student to seek out resources and support. The only thing that we can do is to be sure that they are fully aware of the support services available and that they have the information necessary to make good decisions. I can encourage them to utilize the services.

Thank you for your continued support.

Roberta C. Durrington, MA
Student Accessibility Services Coordinator
William C. Jason Library, Room 218
Phone: 302.857.7304
Fax: 302.857.7637

1200 N. DUPONT HIGHWAY • DOVER, DELAWARE 19901-2277 • (302) 857-6385 • FAX (302) 857-6386

Delaware State University is an equal opportunity employer and does not discriminate because of race, creed, national or ethnic origin, sex or disability.