AAPPS 02.03.01

STUDENTS WITH DISABILITIES

Qualified students with disabilities are entitled to reasonable and appropriate accommodations in accordance with federal laws including Section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act, and university policy UPPS 07.11.01 Disability Services. Recommended accommodations may included extended time on exams, tape recording of class lectures, use of a lap top computer in class to take notes, assistance with locating a volunteer note taker, sign language/oral interpreting services and captioning services. A faculty member may recommend an alternate accommodation as long as it is equally effective and achieves the same result.

 As a prerequisite to establishing the need for accommodations, Texas State requires the student provide documentation of disability to the Office of Disability Services (ODS). This documentation should be from a medical professional qualified to diagnosis the disability. Professional ODS staff will review the documentation according to university criteria to determine the student’s eligibility for accommodations.

A student who is qualified by the ODS for accommodations is responsible for presenting an “Academic Accommodation Letter” and “Academic Accommodation Form” prepared by the ODS to each faculty member. Following a discussion of accommodations relevant to the course, the faculty member’s signature is obtained on the “Academic Accommodation Form.” The ODS will send a copy of the “Academic Accommodation Letter” either electronically or by hard copy to the faculty member within 24 hours after the student returns the documentation to ODS.

Students with disabilities are legally entitled to request accommodations at any time during the semester; faculty members are encouraged to help students identify their needs early by including an accommodation statement on their course syllabus.  An accommodation statement may read:

“If you are a student with a disability who will require an accommodation(s) to participate in this course, please contact me as soon as possible. You will be asked to provide documentation from the Office of Disability Services. Failure to contact me in a timely manner may delay your accommodations.”

 Upon request, the ODS will make every effort to provide books and academic related materials (syllabi, handouts) in alternate format for students qualified for this accommodation through the ODS.

Faculty members who have questions or concerns regarding accommodations for a student with a disability should contact the ODS. The ODS will attempt to resolve any accommodation concerns with the faculty member. If necessary the accommodation request may be forwarded to the next level of supervision and if necessary to the Provost and Vice President for Academic Affairs.