

MEMORANDUM

TO: All Faculty

FROM: John H. Frederick
Provost and Vice President for Academic Affairs

SUBJECT: Student Disability Services

DATE: September 5, 2013

As most of you are aware, The University of Texas at San Antonio is fully committed to the inclusion of students with disabilities in all programs and services in adherence to federal legislation as outlined in the Americans with Disabilities Act (ADA). As a faculty member, you are responsible for making sure students with disabilities are appropriately accommodated in your classes. Failure to provide appropriate accommodations for a student with a disabling condition may result in non-compliance with both federal and states laws (please reference HOP general guidelines at <http://utsa.edu/hop/chapter9/9-2.html>)

UTSA has a population of students with disabilities who require many different accommodation solutions. The office within the University that is designated to assess and recommend appropriate accommodations for students is **Student Disability Services (SDS) located in Multidisciplinary Studies Bldg. 3.01.16 (Main) and Buena Vista Bldg. 1.302 (Downtown)**. The professional staff within this office determines the appropriate accommodations for each student who registers and qualifies for disability services.

You will be made aware of the appropriate accommodation/s through an official letter from SDS. Students are responsible for requesting these letters each semester and delivering them directly to the appropriate faculty. If you are approached by a student who indicates that they have a disability but does not have a letter from SDS, **do not try to independently accommodate the student**. Instead, please refer all possible candidates for these services directly to SDS for verification of the disability and subsequent determination of appropriate accommodations. Separate from accommodations, any student exhibiting disruptive or inappropriate behaviors should be referred to Student Conduct and Community Standards at 210-458-4720. All students are expected to comply with the Student Code of Conduct.

One of the most important steps you can take to make sure all students with disabilities are fully included and that you have met our responsibility under the law is to place a disability statement on your syllabus or refer students who identify a disabling condition directly to Student Disability Services. I would also urge you to invite Dr. Dianne P. Hengst (dianne.hengst@utsa.edu), Director of Student Disability Services, to your fall and spring faculty meetings to help explain the intricacies of the ADA and the resources available to you.

Please feel free to call Student Disability Services for further information at ext. 4157 (Main) or ext. 2945 (Downtown), or reference their website at www.utsa.edu/disability. Thank you for all you do to academically support students with disabilities at UTSA.