University of the Incarnate Word

Student Handbook

2014-2015

Student Disability Services
Administration Building - Room 105
210-829-3997
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Welcome

Welcome to the University of the Incarnate Word and Student Disability Services. We look forward to working with you and to providing access to the University and its academic and non-academic programs.

This handbook will provide you with general information about Student Disability Services, as well as information about how to establish services, accommodations, maintaining services, and assistive technologies available to you as a student.

If you have any questions, or need more information, please contact us in the Administration Building, Room 105, or call us at (210) 829-3997 or visit our web site at www.uiw.edu/sds.
Mission

The University of the Incarnate Word (UIW) ensures accessibility to its programs, services, and activities for all qualified individuals with documented disabilities.

This is accomplished through a variety of accommodations and services tailored to meet each individual’s strengths and needs.
Disability Legislation

Section 504 of the Rehabilitation Act of 1973 - Subpart E

Assurance of equal educational opportunity rests upon legal foundations established by federal law, specifically the Rehabilitation Act of 1973 including Section 504, Subpart E.

It states in part that “No otherwise qualified persons with a disability in the United States...shall solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.” §504 [29USC 794].

Definition of Terms

- **Person with a disability:** is someone with a physical or mental impairment that substantially limits one or more major life activity. A person is considered to be a person with a disability if he/she has the disability, has a record of a disability, or is regarded as having a disability.

- **Physical or mental impairment:** means (1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one of more of the following body systems: neurological, musculoskeletal, sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitor-urinary, hemic, and lymphatic, skin and endocrine; (2) any mental or psychological disorder, such as cognitive disabilities, organic brain syndrome, emotional or mental illness, and learning disabilities.
Disability Legislation...continued

Section 504 of the Rehabilitation Act of 1973 - Subpart E

Definition of Terms (continued)

- **Major life activity:** means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

- **Has a record of such an impairment:** means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more life activities.

- **Is regarded as having:** Means (1) has a physical or mental impairment that does not substantially limit major life activities but that is treated by a recipient as constituting such a limitation (2) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward the impairment; or (3) has none of the impairments defined, but is treated by a recipient as having such an impairment.

- **Qualified person with a disability:** means a person with a disability who meets the academic and technical standards requisite to admission or participation in the recipient’s educational program or activity.
Disability Legislation...continued

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) of 1990 upholds and extends the standards for compliance set forth in Section 504. It is a civil rights legislation, which provides a clear mandate for the elimination of discrimination against individuals with disabilities.

Specifically, it guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, state and local government services, and telecommunications. The ADA is divided into five parts:

- Title I  Covers nondiscrimination in employment activities
- Title II  Subpart A - requires that state and local government entities and programs be made accessible.
  Subpart B - covers transportation and requires that public transportation systems be made fully accessible and useable.
- Title III  Covers accessibility and availability of programs, goods and services provided by private entities.
Disability Legislation...continued

Americans with Disabilities Act

- Title IV  Requires telecommunication services be made accessible to persons with speech and hearing impairments and has specific references to the development of telecommunication relay systems and closed captioning technology.

- Title V  Covers miscellaneous provisions that apply to all the other titles as well.
Disability Legislation...continued

In order to be considered for services and accommodations students (full-time or part-time) with a disability and/or chronic medical condition must provide documentation of the disability that describes the impact of the disability and the student’s needs to the Academic Counselor for Student Disability Services.

Documentation may need to be updated on a periodic basis. The Office of Student Disability Services will notify the student if this guideline applies to the student.

At the first meeting with the SDS Academic Counselor, information about services and typical accommodations will be discussed. The SDS Academic Counselor will also acquaint you with the process for requesting and securing appropriate services and accommodations every semester.

Temporary Disabilities

Although providing services and accommodations to persons with temporary disabilities is not the responsibility of the Office of Student Disability Services, whenever feasible, we will assist students dealing with inconveniences associated with unforeseen medical conditions. Services and accommodations may be limited.

To inquire about possible services and accommodations for a temporary disability, contact the Office of Student Disability Services by phone at (210) 829-3997 or in person in room 105 of the Administration Building.
Documentation Guidelines

Documentation to request services must be submitted on letterhead and signed by the appropriate licensed educational, mental health, or medical professional **not** related to the student. This person must be a licensed/certified practitioner in the area which the diagnosis is made in.

**NOTE:** Documentation presented on a practitioner's prescription pad slip will not be accepted as the sole proof of disability.

**All documentation** must provide the following information:

- Date of the evaluation
- Specific diagnosis
- Method of evaluation/examination
- Specific limitations with respect to the disability’s current impact in an educational setting and/or related educational environments as it relates to the accommodation(s) requested
- Medication - side effects and expectation in results on functioning, or cognitive impairment

*Beginning on the next page you will find additional documentation requirements for each main category of disability*
Documentation Guidelines

Additional Documentation Needed by Disability

Attention Deficit Hyperactivity Disorder (ADHD/ADD): Documentation should include, evidence of early impairment, evidence of current impairment, description of current functional limitations pertaining to an educational setting that are presumably a direct result of problems with attention, identification of DSM-IV criteria, specific diagnosis, and interpretive summary. Documentation from a neurologist is preferred, however documentation from a licensed psychologist or psychiatrist will be accepted.

Blind or Visually-Impaired: An ophthalmologic or optometric report indicating current visual acuity, near and distant vision (left/right, both eyes), visual fields, with or without corrective lenses. The documentation must also include a specific diagnosis from a professionally licensed Ophthalmologist or Optometrist.

Chronic Medical/Systemic Conditions: Documentation should explain the current functional limitations imposed by the medical/systemic condition. If applicable, it should also list medications and their possible effects and give any other pertinent information that may assist in determining reasonable accommodation. The documentation must be provided by a licensed physician specializing in the area of the diagnosed condition.

Deaf or Hard-of-Hearing: Audiological reports indicating current hearing levels, speech reception levels, with or without hearing aids and/or assistive listening devices and a specific diagnosis by a professionally licensed or certified Speech Pathologist or Audiologist.
Documentation Guidelines

Additional Documentation Needed by Disability (continued)

**Learning Disabilities**: Documentation should include, results of a diagnostic interview, background information, behavioral observations, a comprehensive cognitive (intellectual) assessment with resulting standard test scores and related discussion of the scores, a complete achievement battery that measured *current* functioning (the WRAT-R is not acceptable as the sole measure of achievement) with resulting standard test scores and related discussion, and specific diagnosis. Documentation must be provided by a licensed/certified Educational Diagnostician, Educational Psychologist, or Professional Counselor.

**Physical/Mobility Impairments**: Documentation that identifies *current* functional limitations, with or without apparatus, and must state whether the condition is permanent or temporary. If the condition is temporary, the documentation must include the expected length of time for recovery. The documentation must be provided by a licensed Physician specializing in the area of the diagnosed condition.

**Psychological Disorders**: Documentation should include a specific diagnosis based on the DSM-IV-TR, a description of *current* functional limitations in the academic environment as well as across other settings, relevant information regarding medications and their possible effects and give any other pertinent information that may assist in determining reasonable accommodation. Documentation must be provided by a licensed Psychologist, Psychiatrist, Professional Counselor, or Social Worker.
Additional Documentation Needed by Disability (continued)

**Traumatic/Acquired Brain Injury (TB I/ABI):** Documentation must explain current functional limitations imposed by the condition. If applicable, it should also list medications and their possible effects and give any other pertinent information that may assist in determining reasonable accommodation. Documentation must be provided by a Neurologist or other related Physician.

For all other disabilities or Chronic Medical/Systemic disorders, please contact Student Disability Services directly for documentation requirements.
Accommodations and Services

The following services and accommodations are commonly provided to qualified student with disabilities. Eligibility is determined by Student Disability Services on a case-by-case basis.

**Services**

Contact with faculty on behalf of the student

- Relocation of classes to accessible classrooms and/or buildings

- Assistive technology loans (temporary)

- Accessible materials

- Counseling

Academic Advising
Accommodations and Services

Accommodations

The accommodations, prescribed and coordinated through the Office of Student Disability Services, shall neither affect the substance of the educational program nor compromise educational methods.

- Accommodations **cannot** be made retroactively. They begin **only** after:
  - Appropriate documentation has been received and accepted
  - Letters of Accommodation (LOA) have been prepared
  - LOA’s have been delivered to your instructors
  - They have been signed and dated by your instructors

In addition, academic requirements that are essential to programs (i.e., specific prerequisite courses, attendance requirements) are **not** considered discriminatory and **cannot be substituted for or waived**.

On the next page are possible accommodations that may be prescribed for “qualified” students with disabilities.
Examples of Possible Accommodations

- Priority seating in the classroom
- Change of classroom location
- Tape recording lectures
- Copies of instructor’s lecture notes
- Copies of overhead and PowerPoint presentations (if not available on-line)
- Reduced course load
- Use of enlarged print
- Use of a computer when taking exams
- Alternate test format (i.e., oral instead of written)
- Advance copy of syllabus, textbooks, course materials, assignments, etc.
- Extended time to complete exams and quizzes
- Use of a calculator
- Use of a sign language interpreter or real-time captionist
- Receiving handouts in alternate formats
- Use of assistive technology
- Flexible attendance in classes where attendance and/or class participation is worth less than 20% of the final grade
Maintaining Services

Once you have had your initial meeting with the Student Disability Services' Academic Counselor there are three things you must do in order to maintain your services semester after semester:

1) It is **you’re responsibility** to provide the SDS Academic Counselor with a completed *Request for Letters of Accommodation* form, along with a copy of your semester’s schedule of classes at the beginning of **each** semester (or earlier).

2) Keep the SDS Academic Counselor informed about your academic status and needs.

3) Update your local contact information with the SDS Academic Counselor every time it changes (even if it’s just a new cell phone number!).
Accommodated Testing Procedures

The following policies apply to students receiving extended test time and/or testing in a non-distracting environment as an accommodation:

Accommodated testing for students with disabilities is handled by the Learning Assistance Center (LAC) in AD-206. Contact Amanda Johnston at 805-5856 or at: ajohnsto@uiwtx.edu for more information.

Student Disability Services sends a copy of each student with a disabilities accommodation letter to the LAC to aid in the proctoring of tests.

Students are responsible for meeting and discussing with their instructors their “testing” accommodations at the beginning of the semester.

Students will need to contact Amanda Johnston in the LAC a week in advance of a test to set up their accommodated testing by filling out the accommodated test form for students.

If a student fails to show up on time for his/her testing appointment, the Learning Assistance Center staff will not administer the exam. If this happens, it is the student’s responsibility to contact the instructor to ascertain if he/she can still take the test. If the instructor is willing to let the student take the test despite his/her failure to show up for the scheduled appointment, the instructor needs to notify Learning Assistance Center promptly of the decision.

All attempts will be made to ensure that you begin your test at the same time as the rest of the class during the semester – special arrangements for testing at other times can be arranged as needed, but only with full approval of the instructor.
Assistive Technology

The Office of Student Disability Services has an extensive cadre of assistive technology available to students with disabilities - Broken down by disability, these include:

**Attention Deficit/Hyperactivity Disorder (ADHD)**

**Tape Recorders**

**Talking** Spellchecker
   - Word Processor
   - Dictionary
   - Calculator

**FM Loop**
   Amplifies sound from the instructor to the student

**Hard-of-Hearing**

**FM Loop**
   Amplifies sound from the instructor to the student

**Learning Disabilities**

**Colored overlays** (used by some individuals with reading disorders)

**Tape Recorders**

**Talking**
   - Spellchecker
   - Dictionary
   - Calculator
Assistive Technology

**Learning Disabilities** (continued)

**FM Loop**
Amplifies sound from the instructor to the student

**Victor Reader**
Digital talking book player

**Dragon Naturally Speaking**
Creates documents, emails, spreadsheets by speaking

**Premier Accessibility Suite**

**E-Text Reader**
Reads electronic text out loud
Highlights text for notes
Lets the student type his/her own notes into the document

**PDF Magic Pro**
Produces a finished document that is fully accessible (text plus images)

**Scan & Read Pro**
Changes printed text into understandable sound
Highlights each word as it’s read
Supports up to 12 different language

**Scan & View**
Magnifies images up to 24x
Alternative to CCTV

**Talking Word Processor**
Hear text as you type it
Highlights word being spoken
Assistive Technology

Learning Disabilities (continued)

**Text Cloner Pro**
Is an Optical Character Recognition System designed to work with an individual’s screen reader

**Text to Audio**
Converts electronic and printed documents to audio files - MP3 or Wave

**Universal Reader**
Reads what’s on the computer screen
When coupled with a scanner, reads any text out loud

Physical Impairments

**Tape Recorders**

**Dragon Naturally Speaking**
Create documents, emails, spreadsheets by speaking

**Talking Word Processor**
Hear text as you type it Highlights word being spoken
Assistive Technology

**Processing Disorders (Visual or Auditory)**

**COLORED OVERLAYS** (used by some individuals with reading disorders)

**TAPE RECORDER**

**TALKING**
- Spellchecker
- Dictionary
- Calculator

**FM LOOP**
- Amplifies sound from the instructor to the student

**VICTOR READER**
- Digital talking book player

**DRAGON NATURALLY SPEAKING**
- Create documents, emails, spreadsheets by speaking

**Premier Accessibility Suite**

**E-TEXT READER**
- Reads electronic text out loud
- Highlights text for notes
- Lets the student type his/her own notes into the document

**PDF MAGIC PRO**
- Produces a finished document that is fully accessible (text plus images)
Assistive Technology

**Processing Disorders** (Visual or Auditory)

**Scan & Read Pro**
Changes printed text into understandable sound
Highlights each word as it’s read
Supports up to 12 different language

**Scan & View**
Magnifies images up to 24x
Alternative to CCTV

**Talking Word Processor**
Hear
- text as you type it
- Highlights
- word being spoken

**Text Cloner Pro**
Is an Optical Character Recognition System designed to work with an individual’s screen reader

**Text to Audio**
Converts electronic and printed documents to audio files - MP3 or Wave

**Universal Reader**
Reads what’s on the computer screen
When coupled with a scanner, reads any text out loud
Assistive Technology

Visual Impairments/Blind

**Tape Recorders**

**Talking**
- Spellchecker
- Dictionary
- Calculator

**FM Loop**
Amplifies sound from the instructor to the student

**Victor Reader**
Digital talking book player

**Dragon Naturally Speaking**
Create documents, emails, spreadsheets by speaking

Premier Accessibility Suite

**E-Text Reader**
- Reads electronic text out loud
- Highlights text for notes
- Lets the student type his/her own notes into the document

**PDF Magic Pro**
- Produces a finished document that is fully accessible (text plus images)
Assistive Technology

Visual Impairments/Blind

**Scan & Read Pro**
Changes printed text into understandable sound
Highlights each word as it’s read
Supports up to 12 different language

**Scan & View**
Magnifies images up to 24x
Alternative to CCTV

**Talking Word Processor** Hear
text as you type it
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**Text Cloner Pro**
Is an Optical Character Recognition System designed to work with an individual’s screen reader

**Text to Audio**
Converts electronic and printed documents to audio files- MP3 or Wave

**Universal Reader**
Reads what’s on the computer screen
When coupled with a scanner, reads any text out loud
Housing Accommodations

UIW is committed to providing equal access to students with disabilities. UIW’s Office of Student Disability Services and Office of Residence Life work collaboratively to provide reasonable and appropriate housing accommodations to students with disabilities who choose to live on campus. This section describes the process for requesting housing accommodation(s).

A) When do I make a request for campus housing accommodations if I want to live on campus at UIW?

All eligible applicants (undergraduate or graduate) who are seeking housing accommodations are strongly encouraged to make their request at the earliest possible date. To ensure equal access, deadlines for submitting housing accommodation requests are as follows:

- March 1st if you are applying for housing for the fall semester
- September 1st if you are applying for housing for the spring semester

B) What information do I have to provide about my disability when I make a request for on-campus housing accommodation?

1. Students must submit a completed Housing Disability Accommodation Request Form to the Director of Student Disability Services. This form may be obtained from the Student Disability Services Office or by downloading the form found on page 41 of this handbook.

2. A licensed physician, psychologist/psychiatrist, clinical social worker or other healthcare professional must complete their designated portions of the form. Incomplete and/or illegible information may delay or impede the review of your request.
Housing Accommodations

Housing Accommodations continued

C) What happens once I submit a completed Housing Disability Accommodation Request Form?

1. The Director of Student Disability Services will review the application and prescribe appropriate housing accommodations to Residence Life that will meet the student’s documented needs.
2. A copy of the “possible” accommodations will also be sent to the student within 30 business days of the application.

D) What factors does the Director of Student Disability Services consider in evaluating a request?

Does the information submitted on the Housing Disability Accommodation Request Form clearly demonstrate:

1. Is the relationship between the accommodation requested and the documented disability clearly demonstrated?

2. The objectives of the residence life community in which the student is eligible to live.

3. What accommodations would effectively facilitate the student’s participation in the residence life program and community?

4. The extent to which the student’s condition limits his or her opportunity to participate in other college activities.
Housing Accommodations

Housing Accommodations continued

E) What on-campus housing accommodations does UIW provide?

Examples of accommodations UIW may provide include:

1. Modifying room assignments to accommodate students with mobility impairments; or make other modifications as necessary

2. Installing visual room alarms for fire alarms, phone, etc. for hearing impaired students

3. Assigning students with psychiatric disabilities to appropriate living situations

4. Permitting the use of service dogs within residence halls/apartments

Examples of accommodation requests that UIW generally will not approve are:

- Requests for single living accommodations by students with attention deficit/hyperactivity disorder

- Requests for single living accommodations by students with asthma or allergies
Frequently Asked Questions

- What services are available to students with disabilities at UIW?

  A variety of services are available to qualified UIW students with disabilities. These services may include, but are not limited to, interpreters for the deaf and hard-of-hearing, assistance with print materials, tape recorders, assistance with the registration process, adaptive equipment, print materials converted to sound, FM loops, speech-to-print software, and test accommodations.

- How do I apply for services?

  To receive services, you must first qualify for services through the Office of Student Disability Services in AD-105. To see if you qualify, please visit or call the SDS office at (210) 829-3997.

- Who will be responsible for arranging accommodations?

  To receive accommodations, each semester, you must request Letters of Accommodation for each of your instructors. These letters will outline, (1) Your responsibilities in your courses, (2) How you learn best (if applicable), and (3) What accommodations are prescribed for your disability (disabilities).

  Testing accommodations are arranged with each instructor and/or through the UIW Learning Assistance Center (LAC) in AD-206.
Frequently Asked Questions

- If I choose to talk to my instructor(s) about my disability what should I talk about?

  Topics that generally need to be addressed with the instructor include: accessibility of information being presented, classroom seating, accommodated test taking, tape recording procedures, reproduction of written materials and visual aids (when appropriate), lecture procedures, and how to utilize an interpreter in the classroom.

- What if my instructor(s) ask questions about my disability?

  If an instructor asks you questions about your disability, it is up to you how you choose to answer. People who don’t live with disabilities often learn about them from people who do. **Typically, the more you can comfortably share about your disability and what works for you, the better your instructor will understand the purpose of your prescribed accommodations.** If your instructor wishes to find out more information concerning your disability from the Office of Student Disability Services, this additional information can be obtained **only after you have given your written permission.**
Frequently Asked Questions

- What should I expect from the Office of Student Disability Services?

  The staff of Student Disability Services (SDS) believes that a person with a disability can succeed and can take control of his/her education. We further believe self-efficacy, self-understanding, and self-help are keys to student empowerment. It is the role of SDS to provide students with disabilities with information about services and accommodations that are available, to explain disability services, policies and procedures, to provide and train students on the use of adaptive equipment, to help students understand their disability and its impact so that they can be their own self-advocates, to field student grievances, and to ensure accessibility to the University’s programs and services.

- What are my responsibilities at the University?

  ⇒ You are responsible for making the initial contact with the staff of the Office of Student Disability Services. It is advisable to make this contact before or immediately after the semester begins.

  ⇒ It is your responsibility to bring appropriate documentation of your disability that accurately addresses your current abilities and needs to this initial meeting if you haven’t already submitted your documentation. If you are new to the Office of Student Disability Services, this documentation is needed to determine if you are eligible to receive services and accommodations.

  NOTE: Everyone with a documented disability doesn’t meet the eligibility requirements for services and/or accommodations at the postsecondary level.
Frequently Asked Questions

⇒ It is your responsibility to come in person - to the Office of Student Disability Services and request your Letters of Accommodation each and every semester. To do this, it is your responsibility to complete and return the Request for Letters of Accommodation form (available in SDS Office in AD-105 or online ) to the SDS Office so that the accommodation letters can be completed.

⇒ NOTE: Letters for your instructors take time to prepare. Therefore, you will not be able to pick-up your letters until two (2) working days after you have placed your request.

- Will I have a note-taker for my classes?

Class information is available through several resources at UIW. For instance, students can tape record their lectures and receive copies of instructor’s lecture notes, overheads, and PowerPoint presentations are appropriate accommodations. Also, many instructors at UIW provide their notes and related information on their Blackboard site for all students in the class.

While we rarely hire “professional” note takers, Student Disability services can provide NCR paper that allows volunteer note takers to assist students who are unable to take notes for themselves.

It is your responsibility to pick up NCR paper from the SDS Office. It is also your responsibility to ask another student in the class to volunteer to take notes for you. The instructor may assist you in locating such a classmate. However, if you are unable to get a note taker, please let Student Disability Services know immediately.
Grievance Procedure

If a situation occurs in which a student believes that he/she was treated unfairly by a staff member, faculty member or administrator, (as it pertains to services and accommodations for his/her disability), the student should schedule a conference with the individual in an attempt to resolve issue.

The student’s grievance should be initiated as soon as possible after the incident upon which the grievance is based. The student should wait no longer than thirty (30) days after the grievable incident before seeking a conference with the individual involved.

After the conference with the individual staff, faculty member or administrator involved, if the student believes that an issue still exists, he/she should make an appointment with the Dean of Student Success within five (5) working days after the initial conference.

The student must submit a written grievance containing a full description of the incident to the Dean of Student Success during his/her meeting with the Dean.

The Dean may decide to convene a meeting with the student as well as the staff, faculty member or administrator in question or may choose to hear from each party separately. If after meeting with the Dean of Student Success the student believes that an issue still exists, he/she should make an appointment to meet with the Vice President of Enrollment Management.

The Vice President of Enrollment Management will meet with the student and the individual accused. After hearing both sides, the Vice President will render a decision affirming or denying the grievance.

If the decision is to affirm the student grievance, the Vice President will meet with staff, faculty member or administrator and will provide a written explanation of his decision. If the decision is to deny the student’s grievance, the Vice President will meet with the student and will provide a written explanation of his decision.

The decision of the Vice President is final.
Evacuation Plan

The University of the Incarnate Word Evacuation Plan is currently being updated.

Please check with Student Disability Services for current evacuation information.

Student Disability Services
4301 Broadway, CPO 286
Administration Building - Room 105
San Antonio, Texas 78209

210-829-3997 (Voice)
210-829-6078 (Fax)

www.uiw.edu/sds/
Assessment Referrals

The following list of local professionals and offices provide testing services for certain disabilities, including Learning Disorders (LD), Attention Deficit/Hyperactivity Disorder (ADHD), Mood Disorders (MD), and various other Psychological Disorders. If testing for a Learning Disorder (LD) is needed, please refer to the Psychologists section as they are qualified to administer Cognitive and Achievement assessments, which are both needed to determine the presence of a LD. Please contact each office individually for availability and cost information. This list does not represent all professionals in the area and others may be used.

**Licensed Professional Counselors**

- Community Counseling Services  
  590 N. General McMullen, Ste. #3  
  San Antonio, TX 78228  
  (210) 434- 1054

- Elizabeth Kjellstrand, M.A.  
  Counseling Associates of San Antonio  
  5805 Callaghan Rd. Ste. #100  
  San Antonio, TX 78228  
  (210) 846- 0505

- Michelle Brame Gunnin, LPC  
  11122 Wurzbach Rd. Ste. #302  
  San Antonio, TX 78230  
  (210) 558- 0409

- Rodney Rousett, M.A., LPC  
  6800 Park Ten Boulevard, Ste. #262-S  
  San Antonio, TX 78213  
  (210) 393- 1882  
  San Antonio, TX 78209  
  (210) 832- 8121
Assessment Referrals

**Licensed Professional Counselors** (continued)

- Kay Schanzer, LPC  
  4067 Broadway  
  San Antonio, TX 78209  
  (210) 832- 8121

- Patricia Du Terroil, LPC  
  4203 Gardendale, Ste. #211-C  
  San Antonio, TX 78229  
  (210) 615- 0121

- Michelle E. Vasquez, LPC  
  8107 Broadway, Ste. #200  
  San Antonio, TX 78209  
  (210) 663- 9462

- Becky Whetstone, Ph.D., LPC  
  1626 Forest Spring Street  
  San Antonio, TX 78232  
  (210) 494- 3834

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**Texas Department of Assistive and Rehabilitative Services**

4800 N. Lamar Blvd., 3rd Floor  
Austin, Texas 78756  
Phone: (800) 628-5115 (call this number to determine the local office in your area)

*You must qualify for services (need based); they refer to Psychiatrists, Psychologists, and Counselors, among others for a fraction of the price.
Assessment Referrals

Psychologists

- Margaret Berton, Ph.D.
  21 Lynn Batts Lane Ste. #11
  San Antonio, TX 78218
  (210) 829-1994

- Dr. John Cannell
  11107 Wurzbach Ste. #401
  San Antonio, TX 78230
  (210) 690-0595

- Counseling Associates of San Antonio
  Dr. Marian Higgins
  5905 Callaghan Rd., Ste. #100
  San Antonio, TX 78228
  (210) 521-4833

- Beverly Davis
  1114 Jack Pine
  San Antonio, TX 78232
  (210) 492-7855

- William M. Erwin
  3030 Nacogdoches Rd # 101
  San Antonio, TX 78217
  (210) 826-9599

- Jack Ferrel, Jr.
  14310 Northbrook Dr. Ste. #120
  San Antonio, TX 78232
  (210) 499-5025
Assessment Referrals

Psychologists (continued)

- R. B. Garver Psychologists  
  7950 Floyd Curl Dr. Ste. # 503  
  San Antonio, TX 78229  
  (210) 615- 0555

- Dr. Larry Grosskopf  
  1603 Babcock Rd. Ste. #165  
  San Antonio, TX 78229  
  (210) 531- 8388

- Dr. Cheryl R. Hamilton  
  152 Bluet Lane  
  San Antonio, TX 78213  
  (210) 349-8234

- Dr. Haskel Hoine  
  9119 Cinnamon Hill  
  San Antonio, TX 78240  
  (210) 690-1901

- Dr. Paul S. McCollum  
  3510 N. St. Mary’s, Ste. #200  
  San Antonio, TX 78212  
  (210) 733-1892

- Dr. Joann Murphy  
  1202 W. Bitters, Building 3  
  San Antonio, TX 78216  
  (210) 495-0221

- Northeast Psychological and Music Therapy  
  11100 Osgood St  
  San Antonio, TX 78233  
  (210) 590- 9696
Assessment Referrals

Psychologists (continued)

- Psychology Counseling Associates
  Dr. Richard T. Chappell
  1800 NE Loop 410
  San Antonio, TX 78209
  (210) 822-1801

- Rosa Verde Family Health Group
  Dr. Lourdes Pizana
  1207 Brooklyn
  San Antonio, TX 78212
  (210) 472-2090

- Dr. Betty Lou Schroeder
  5721 Broadway
  San Antonio, TX 78209
  (210) 828-1573

- Dr. John G. Skelton
  4402 Vance Jackson Rd, Ste. #100
  San Antonio, TX 78230
  (210) 308-0605

- Tracy Sloan, Ph.D.
  8331 Fredericksburg Rd. Ste. #1603
  San Antonio, TX 78229
  (210) 216-5818

- South Texas Psychological Services
  Dr. Raymond O. Henke
  730 N. Main, MNS Tower, Ste. #715
  San Antonio, TX (210) 667-1068
Assessment Referrals

Psychologists (continued)

- Douglas Thomas Stone, Jr.
  4241 E. Piedras Dr. Ste. #250
  San Antonio, TX 78228
  (210) 736-1866

- Daniel J. Thomas, Ph.D.
  8600 Wurzbach Rd. Ste. #1103
  San Antonio, TX 78240
  (210) 822-5971

- Russel Thompson, Ph.D.
  Independence Plaza II
  14350 Northbrook Dr. Ste. #250
  San Antonio, TX 78232
  (210) 274-9032

- Javier Villanueva, Ph.D.
  7410 John Smith, Ste. #214
  San Antonio, TX 78229
  (210) 849-1244

Psychiatrists

- Diane Lawson Martinez, M.D.
  5007 Broadway
  San Antonio, TX 78209
  (210) 829-7900

- South Texas Behavioral Medicine
  Mary H. Garcia-Holguin, M.D.
  12050 Vance Jackson, Ste. 201
  San Antonio, TX 78230
  (210) 699-8881
Assessment Referrals

Psychiatrists (continued)

- Susan E. McManis, M.D.
  14815 San Pedro Ave.
  San Antonio, TX 78232
  (210) 494-1991

- Deemor Thomas, M.D.
  8207 Callaghan Rd Ste. #425
  San Antonio, TX 78230
  (210) 692-0885

- James Wicoff, M.D.
  11124 Wurzbach Rd Ste. #300
  San Antonio, TX 78230
  (210) 690-6353
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Request of Information – Authorization
Office of Student Disability Services

Information is requested on: (Please print clearly)

Name: ________________________________

Date of Birth: _________________________

Social Security No.: ____________________

I request and authorize: ____________________________

Name of Individual and/or Organization

to release to the Office of Student Disability Services (SDS) at the University of the Incarnate Word the following information: including information regulated by 42 u.s.c., § 290 dd-3 (alcohol) and 290 ee-3 (drug abuse) and mental health information regulated by TEX CIV. STAT. ANN., Article 5561H, 5547-87 and Texas Rules of Evidence , Rule 510.

[ ] Psycho-Educational Evaluation Diagnostic Report(s)

[ ] Psychological Evaluation Diagnostic Report(s)

[ ] Vocational Evaluation Diagnostic Report(s)

[ ] Medical Diagnostic Report(s)

[ ] Hospital Inpatient/Outpatient Records (including mental health records)

[ ] Alcohol and Drug Treatment Reports (including dates of treatment or attendance)

[ ] Any and all pertinent information that would be viewed as helpful in facilitating support services for this individual (NOTE: ARD/IEP records and/or 504 Plans are appropriate only when they accompany a complete Psycho-Educational Evaluation Diagnostic Report).

In accordance with the requirements of the federal Family Education Rights and Privacy Act (FERPA), I understand that my right to privacy includes limiting access to all my reports and records pertaining to the provision of services and accommodations. I also understand that I may authorize other people to have access to my materials on file in the Office of Student Disability Services.

________________________________________________________________________

Student Signature Date

________________________________________________________________________

SDS Director or Academic Counselor Signature Date
Request for Letters of Accommodation

Name: ___________________________ Date: ___________________________

Semester: ________________________ Student ID: ______________________

Telephone #: _____________________ Cell #: ____________________________

CPO#: ________ or Local Street Address: ________________________________

City: ____________________________ State: _________ Zip Code: ____________

I understand that it is my responsibility to return to the Office of Support Services for Students with Disabilities to pick up the Letters of Accommodation that I have requested.

_________________________________________ Date

Student Signature

Office Use Only

Date request received: ____________ Documentation on file? ________________

Date letters will be ready: __________ Date letters picked up: ______________

Staff Signature: _____________________

I hereby acknowledge that my Letters of Accommodation have been fully explained to me by the Academic Counselor of the Office of Student Disability Services. My signature below certifies that I understand my Letters of Accommodation and responsibilities in order to continue to receive services through the Office of Student Disability Services.

_________________________________________ Date

Student Signature
Letters of Accommodation

Date: _____________________________

To: _____________________________  Subject: _____________________________

From: _____________________________  PIDM: _____________________________

I have been identified as having a disability/disabilities as defined in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

Despite my disability(disabilities), I know that I am responsible for:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Way(s) I learn best:

________________________________________________________________________

________________________________________________________________________

To ensure equal access of educational opportunities at UIW, I require the following accommodations:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

These services are in accordance with Section 504 of the Rehabilitation Act of 1973, Subpart E, which states: “colleges and universities may NOT measure a student’s achievement using modes that adversely discriminate against the student with the disability.” In addition, it entitles the student the right to have complete CONFIDENTIALITY. Therefore, it may be beneficial for the student, as well as yourself, to have a private conference to discuss the student’s disability and how it impacts learning.

Please feel free to contact this office at the number above for more information about this student and how we might coordinate the above services.

Instructors: Please sign and date both copies of this letter when you receive them; keep the original for yourself and return the copy to Student Disability Services, CPO #286, Room 105 – Administration Building.

Thank You.

Moisés J. Torrescano, M.Ed.,
Director, Student Disability Services
Housing - Disability Accommodation Form

In order to evaluate how the University of the Incarnate Word (UIW) can best meet a student’s needs for housing accommodations, the University requires specific diagnostic information from a licensed physician, psychologist/psychiatrist, clinical social worker or other healthcare professional who is not related to the student. This professional should be familiar with the history and functional limitations of the student’s disability. The student must complete this page of the form. Also, to facilitate the process, UIW requires the student to fill out and sign the Authorization to receive disability-related information found below. This signature makes it possible for the staff of Student Disability Services to speak with the individual who completes the diagnostic part of this form and permission to discuss the student’s disability. The licensed professional providing documentation of a disability must fill out pages two and three, sign and date, and then return the completed packet to:

Mail: Student Disability Services
University of the Incarnate Word
4301 Broadway, CPO #286
San Antonio, TX 78209

Fax: 210-829-6078

[Student Fills Out Section Below. Please Print Clearly or Type]

Student Name: ________________________ (Last) ________________________ (First) ________________________ (Middle)

Social Security #: __________________________________________ Email: ________________________________

Birth Date: ________________________________ Gender: _____ Male _____ Female

Home Street Address: ________________________________ Local Street Address: ________________________________

City __________________ State _______ Zip __________________

Home Phone: ________________________________

City __________________ State _______ Zip __________________

Local Phone: ________________________________

&/or Cell: ________________________________

Student Classification

_____ Entering Freshman _____ Freshman _____ Sophomore

_____ Junior _____ Senior _____ Transfer

_____ Graduate Student

[Authorization to Receive Disability-Related Information]

I authorize the University of the Incarnate Word – Office of Student Disability Services to receive information from the licensed professional below. I also authorize the licensed professional to discuss my disability with the Office of Student Disability Services staff.

Name of Licensed Professional: ________________________________________________________________

Relationship to Student: ________________________________________________________________

Street Address: __________________________________________________________ Phone: ________________________________
This handbook is available in alternate format by request