

Student Disability Services (SDS)

The University of the Incarnate Word is committed to providing a supportive, challenging, diverse and integrated environment for all students. In accordance with Section 504 of the Rehabilitation Act of 1973, Subpart E and Title III of the Americans with Disabilities Act, the University ensures accessibility to its programs, services and activities for students with documented disabilities.

STEPS TO REGISTER WITH SDS

1. Gather appropriate documentation of disability. See reverse side of this page for documentation guidelines.
2. Submit a "request for letters of accommodations" form using the web link below. Within the form is a section to upload your documentation electronically. Contact SDS to schedule an appointment if you need assistance with the form or need to submit paperwork in person.

my.uiw.edu/sds

3. The Coordinator of Student Disability Services will then contact you to finalize your request for accommodations.

EXAMPLES OF POSSIBLE

ACCOMMODATIONS

- Priority seating in the classroom
- Change of classroom location
- Option to audio record lectures
- Copies of Power Point presentations
- Use of enlarged print for all print based materials
- Use of a reader during exams
- Use of a scribe for exams
- Use of a computer when taking exams
- Extra time for testing
- Use of a calculator / spell checker
- Use of a sign language interpreter
- Note-taking assistance
- Textbooks in alternate format
- Receiving handouts in alternate format



Student Disability Services

University of the Incarnate Word
Administrative Building—Suite 51
4301 Broadway, CPO #295
Phone and Fax (210) 829-3997
uiw.edu/sds



Appropriate Documentation of a Disability

In order to be recognized for services and accommodations through the University's Office of Student Disability Services, a student (full-time or part-time) with a disability/chronic medical condition must provide documentation on letterhead and signed by the appropriate, licensed educational, mental health, or medical professional who is: not related to the student and who is licensed/certified in the area for which the diagnosis is made. **Documentation should provide the following information:**

- Date of evaluation
- Specific diagnosis
- Method of evaluation/examination
- Specific limitation(s) with respect to the current impact of the disability in the University and related educational environments as it relates to the accommodations requested
- Medication – the expectation of how use of specific, prescribed medications will impact the functioning of the individual.

Additional Documentation Needed – by Disability:

Deaf or Hard-of-Hearing: Documentation must include an audiological report 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 and/or Audiologist.

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

Physical/Mobility Impairments: Documentation that identifies current functional limitations, with or without apparatus, and that also states 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 diagnoses.

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

Psychological Disorders: Documentation must 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 must include any other pertinent information that may assist in determining reasonable accommodations. Documentation must be provided by a licensed Psychologist, Psychiatrist, Professional Counselor, or Social Worker.

Traumatic Brain Injury: 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 accommodations. Documentation must be provided by a Neurologist or other related Physician

Attention Deficit Hyperactivity Disorder (ADHD/ADD): Documentation must 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 of attention, identification of DSM-IV-TR criteria, specific diagnosis, and an interpretive summary. Documentation from a Neurologist is preferred; however documentation from a licensed psychologist or psychiatrist will also be accepted.

Learning Disabilities: Documentation must include, results of a diagnostic interview, background information, behavioral observations, a comprehensive cognitive (intellectual) assessment with resulting standard test scores, a complete achievement battery to measure current functioning (the Wide Range Achievement Test – WRAT-3 is not acceptable as the sole measure of achievement) with resulting standard test scores and related discussion, and a specific diagnosis. Documentation must be provided by a licensed/certified Educational Diagnostician, Educational Psychologist or Professional Counselor.

NOTE: For all other disabilities or chronic medical/systematic disorders, please contact Student Disabilities Services directly for documentation information.