

# 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](http://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](http://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.



# Student Disability Services

*Providing Accommodations for  
Students with Disabilities*

**Sandra McMakin**

Associate Provost, Academic Support Services  
& University ADA Coordinator

**Moisés Torrescano**

Director, Auxiliary Academic Services

**Michelle Beasley,**

Manager, Student Disability Services

**Office location:**

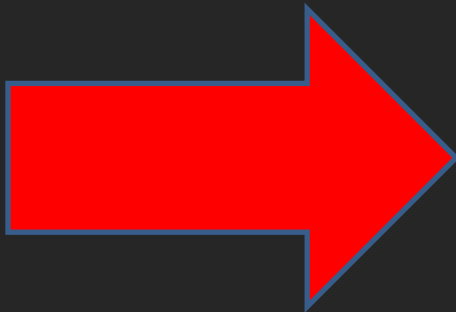
Main Campus

Administration Building, Suite 51

Phone & Fax: 210-829-3997

<http://uiw.edu/sds/>

# Student Disability Services is a part of Academic Support Services.



## **Sandra D. McMakin**

Associate Provost,  
Academic Support Services  
Chapel Building Room 16  
210-805-5813



## **University Advising Services**

Meet with advisors for guidance on academic progress.  
SEC 3120, 210-805-5814

## **First Year Engagement**

Discover resources for a successful transition to college.  
SEC 3120, 210-805-5814

## **Tutoring Services**

Develop study skills and increase knowledge of course content. SEC AD 3167, 210-829-3870

## **Writing and Learning Center**

Collaborate with tutors to improve your writing skills.  
SEC 3167, 210-829-3870

## **Careers Services**

Explore Career and professional development opportunities.  
SEC 3030, 210-829-3931



## **Student Disability Services**

Request classroom, housing and event accommodations.  
AD 51, 210-829-3997

## **Testing Services**

Take Exams for class, for credit or for program requirements.  
AD 216, 210-829-3876

## **TRiO Support Services**

Find additional support for your college journey (must apply and meet eligibility requirements).  
SEC 3143, 210-805-5812



**The University of the Incarnate Word (UIW) 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. Accessibility is accomplished through the provision of a wide variety of services tailored to each student's documented needs and strengths.

To qualify for services, the student must provide Student Disability Services (SDS) with the appropriate documentation of his or her disability at the time services and/or accommodations are requested.

# Who Do We Provide Services For?

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We provide services for any full-time or part-time student enrolled at UIW who self-identifies as having a permanent disability, temporary disability or pregnancy and provides appropriate medical documentation. This also includes transient, non-degree seeking and exchange students.

**Student with permanent disabilities:** Permanent disabilities continuously affect one or more major life activities.

**Students with temporary disabilities:** Temporary disabilities can include examples such as injuries, pregnancy with complications, and medical emergencies.

**Students with a healthy pregnancy:**

Separate from temporary disability, Title IX of the Education Amendments of 1972, states that students can request accommodations on the basis of pregnancy or pregnancy related conditions.

SDS provides accommodations for any UIW classrooms, programs and services (includes housing and event accommodations as well). Students must first be admitted to the University before we can provide services. *(Note: We work closely with our ADA Coordinator for the General Public on requested event accommodations for those who have disabilities and are not registered as students.)*

When our students study abroad, we also work with universities in other countries to implement accommodations as they deem acceptable as they are not subject to American disability laws.

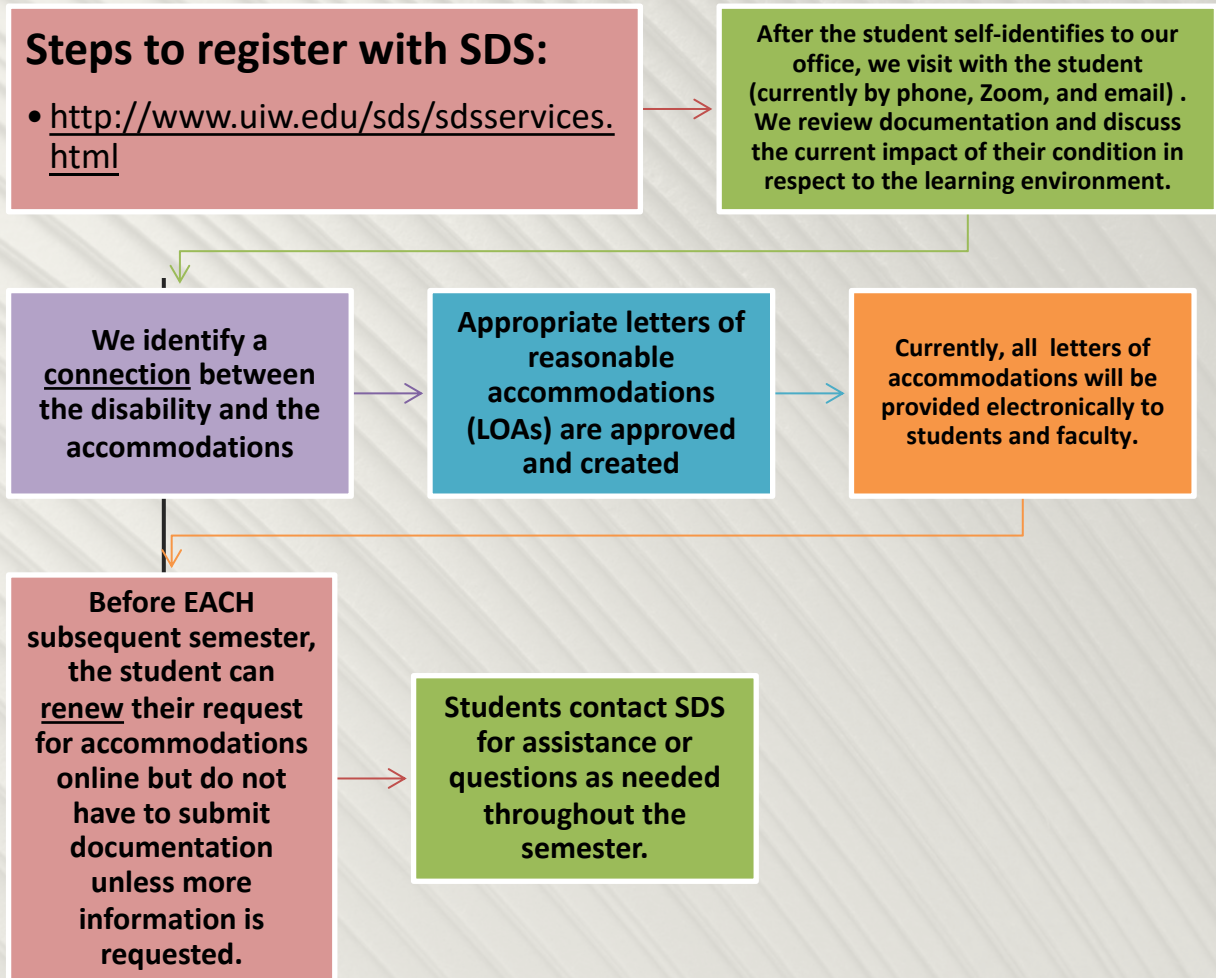
Prospective students with disabilities must meet the same academic admissions requirements and applicable technical standards as non-disabled students ('otherwise qualified'). Then, students can apply for registration with Student Disability Services.

# What does it mean to have a disability?

*A student has a “disability” if he or she:*

- Has a physical or mental *impairment* that causes a substantial limitation of ***one or more major life activities***
  - Has ***a record*** of such an impairment
  - Is ***“regarded as”*** having an impairment
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- *Under the ADAAA, “major life activities” is expanded to include “major bodily functions.” The statute contains a non-exhaustive list of “major life activities” that adds additional activities to those currently listed in the ADA and Section 504 regulations, and a non-exhaustive list of “major bodily functions.” Specifically, the ADAAA provides that:*
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- *Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.*
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- *Major Bodily Functions include, but are not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.*

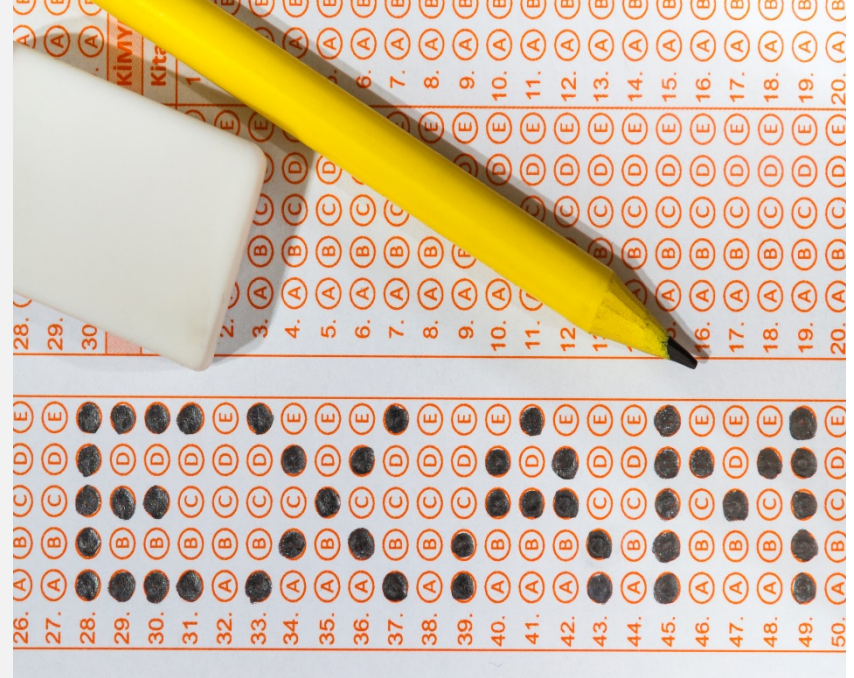
# How do we do this?







# Accommodated Testing Procedures (Main Campus students)



- Applies to students who are eligible for testing accommodations as noted on the Student Disability Services (SDS) approved letters of accommodations that you are delivered to you.
- During day time business hours, University Testing Services (UTS) provides a quiet, reduced-distraction environment that is monitored by cameras and/or proctors at all times.
- UTS also has the ability to proctor exams online when assistance is requested by faculty.
- For more details on the testing policy when utilizing UTS , including the student and faculty responsibilities, please visit:
  - <https://my.uiw.edu/sds/docs/testingpolicies.pdf>
- For more information about University Testing Services, including how student's can schedule an exam, please visit <https://my.uiw.edu/testingservices/index.html> or contact Matthew Gonzalez, University Testing Services Coordinator, at [mgonza17@uiwtx.edu](mailto:mgonza17@uiwtx.edu).



Please review the

**Student and Faculty Rights and Responsibilities**

in regards to classroom accommodations:

[https://my.uiw.edu/sds/\\_docs/facultystudentsrightsresponsibilities2013.pdf](https://my.uiw.edu/sds/_docs/facultystudentsrightsresponsibilities2013.pdf)

## Important Points About Accommodations

- Accommodations are ***not*** retroactive.
- Accommodations ***cannot*** alter the fundamental aspects of a course, degree, or program.
- Accommodations are ***not set in stone***.
  - Please do not hesitate to contact SDS if, in progressing through your course, you experience a challenge that you would like to discuss with our office. We may need to revise your letters if an additional accommodation is warranted.
  - **Your input is incredibly valuable!** If one accommodation is not reasonable for a course, we then discuss a possible “plan B” accommodation that does not interfere with essential course requirements.



# Confidentiality

- Students should know that we keep your file confidential. Only those to whom you have granted access will have access.
- Your letters of accommodations do not outline what the diagnosis (es) is. The letters that are provided to your faculty contain a list of your accommodations, which is what your faculty need to know.
- Students have asked in the past if there will be a notation on their transcript and/or diploma that they have a disability. The answer is absolutely not. You, the student, are earning the same degree as your peers. Accommodations do not change the degree or program for which you are registered.

# SDS ties to the Mission of UIW

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- The University of the Incarnate Word is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God. Thus, through a liberal education<sup>2</sup> the university cultivates the development of the whole person and values of life-long learning. To that end, faculty and students support each other in the search for and communication of truth, thoughtful innovation, care of the environment, community service, and social justice.<sup>3</sup>

The University of the Incarnate Word is a Catholic institution that welcomes to its community persons of diverse backgrounds, in the belief that their respectful interaction advances the discovery of truth, mutual understanding, self-realization, and the common good.

<http://www.uiw.edu/mission/>



We hope that you have found this information helpful.

Please contact the Student Disability Services (SDS) office personnel with any questions:

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