

MEMORANDUM

TO: All Faculty

FROM: C. Mauli Agrawal, Ph.D., P.E. 
Interim Provost and Vice President for Academic Affairs

SUBJECT: Student Disability Services

DATE: August 15, 2017

The purpose of this memo is to make you aware of a **new initiative** that is taking place in Student Disability Services (SDS) that will affect you as a faculty member. **Beginning in fall 2017, all official letters of accommodation for students with disabilities will be directly delivered to both you and the designated student with a disability in your class via the university email system utilizing your official UTSA email address.** Once you have received the email notification, it is critical that you and the student discuss how the assigned accommodations will be implemented in your classroom. Students continue to be responsible for requesting these letters each semester, but the delivery of the letters will come to your university email from a representative in the SDS office. If you are approached by a student who indicates that they have a disability but you have not received email notification from SDS, **do not try to independently accommodate the student.** Instead, please refer all possible candidates for these services directly to SDS (located in MS 3.01.16) for verification of the disability and subsequent determination of appropriate accommodations.

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 SDS. 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 Americans with Disabilities Act (ADA) and the resources available to you.

As 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 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>)

Please feel free to call Student Disability Services for further information at 210-458-4157, or reference their website at www.utsa.edu/disability. Thank you for all you do to academically support students with disabilities at the University of Texas at San Antonio.