

Faculty Frequently Asked Questions

Student Eligibility

Q: How do I know if a student is eligible for academic accommodations?

A: The Office of Disability Services (ODS) will determine whether a student is eligible for academic accommodations. Faculty will be notified about a student's eligibility to receive academic accommodations in the form of an official ADA/504 Accommodation Letter, which is emailed directly to faculty from the ODS.

Q: What is the process for a student to register with the ODS?

A: The student begins the process by submitting documentation of the disability to the ODS. ODS will contact the student for an intake interview to discuss reasonable academic accommodations. The ODS will present the accommodations to the Academic Adjustment Evaluation Committee (AAEC) for final approval.

Q: What is the Academic Adjustment Evaluation Committee (AAEC)?

A: Per Section 5.3 of the SAM 01.D.09 Student Academic Adjustments/Auxiliary Aids Policy, the AAEC is charged with evaluating initial and revised student academic accommodations. The AAEC is comprised of one faculty member from each college as appointed by the Provost.

Q: In a private conversation, a student self identifies as having a disability, but I have not received an ADA/504 Accommodation Letter. What should I do?

A: Refer the student to the ODS by calling 713-221-5078 or visiting GSB 314. The student may either need to begin the registration process or complete a renewal form (Accommodation Request Form).

Q: How do I know if the student really does have a disability?

A: As stated above, all students registered with the ODS must have a documented disability. Documentation must be submitted and reviewed prior to the approval and implementation of academic accommodations.

Q: Do I have a right to see the student's disability documentation?

A: No. Documentation stating and describing a student's disability is confidential.

Accommodation Letters

Q: I received an accommodation letter. What do I do?

A: You have 7 days to review and respond to the accommodation letter. If no response is received, the accommodations are automatically approved on the 7th day. We strongly encourage you to review and respond before the 7th day, however, should you have any questions or concerns, please contact the ODS immediately.

Q: Can an accommodation letter be sent at any time during the semester?

A: Yes. Accommodation letters are primarily sent at the start of the semester, however, students can register at any point in the semester, which means that accommodation letters can be sent at any point in the semester, including the last week of classes. However, accommodations are not retroactive.

Q: I agree with all but one academic adjustment. Do I still follow the denial procedures?

A: Yes. If you are denying one or more accommodations, you must adhere to Section 5.5 of the SAM 01.D.09 Student Academic Adjustments/Auxiliary Aids Policy. We encourage you to consult with the ODS prior to any denials. If you still wish to deny any or all accommodations following consultation with the ODS, you must document in writing your reasons for the denial, obtain your supervisor's signature supporting the denial, and the supervisor will attempt to facilitate a reasonable alternative upon consultation with the ODS and the student. The accommodations approved by the AAEC will be implemented in the interim until a final decision is made.

Q: Do I have to provide academic adjustments in an online class?

A: Yes. Some academic accommodations are applicable in online environment. Those that apply will be highlighted/marked with a note on the letter.

Q: What does "use of instructor approved memory aids/notecards for assessments" mean?

A: A memory aid is a testing accommodation used to support students who have documented impairments with memory. It is a tool used to trigger information that a student has studied but may have difficulty recalling due to cognitive processing deficits. This accommodation allows the student to demonstrate knowledge of the course material by prompting the student's memory without providing the answer. This accommodation is not an answer sheet, full course notes, textbook, a substitute for studying, or an exemption from knowing the course material. Faculty are responsible for determining and approving the design of the aid (e.g., size, content). Examples of memory aids can include word banks, key definitions, formulas, etc. For more information, please refer to our guidelines.

Q: What does "exemption to tardy/attendance policy" mean?

A: Generally, students are expected and encouraged to follow established classroom attendance policies, however, some disabilities are unpredictable and episodic in nature and may prevent students from attending class. The ODS recognizes that in some cases, allowing absences beyond those normally allowed in a course can be a reasonable accommodation. Further, when this accommodation is listed on an accommodation letter, it should signify to faculty that the student has provided documentation of a disability that, at times, could affect attendance in which leniency may need to be considered. This accommodation is not a blanket approval for unlimited absences. It is up to faculty to determine how the accommodation will be implemented and how many absences will be allowed. Students are responsible for inquiring and submitting missed work. The ODS also recognizes that depending on the nature of the course, flexible attendance may not be an appropriate accommodation, particularly if the course involves significant interaction and in-class participation. In these instances, the student and faculty are encouraged to consult with the ODS for a reasonable alternative. For more information, please refer to our guidelines.

Q: What does “flexibility with assignments/assessments” mean?

A: Generally, students are expected and encouraged to meet deadlines for assignments and exams. However, similar to the flexible attendance accommodation, this accommodation may be considered reasonable for students with documented disabilities that are unpredictable and episodic in nature. Faculty will determine the maximum allowance for an assignment/assessment extension that can be given without compromising the integrity of the course/program. If an assignment/assessment extension compromises the integrity of the course, the student and faculty are encouraged to consult with the ODS for a reasonable alternative. For more information, please refer to our guidelines.

Testing**Q: I have a student with testing accommodations (i.e., extended test time, test in DS or separate room). What do I need to do?**

A: In order to test in the ODS, students must be approved for this accommodation (if it is not listed on the letter, the accommodation has not been approved). Students with testing accommodations have the option to test in the ODS (or some other distraction reduced environment) or in the classroom. Students who wish to test in the classroom should be allowed to do so with the understanding that extended time may be forfeited. Students who wish to test in the ODS are responsible for making a reservation with the ODS and informing her/his faculty that s/he plans to take the exam in the ODS at least two business days in advance.

Once a student informs faculty that s/he will take an exam in the ODS, faculty are responsible for submitting the exam via email to the ODS' inbox (disabilityservices@uhd.edu) or dropping it off in GSB 314. Faculty are required submit a completed Adaptive Testing Form with each exam. Exams should not be submitted to an individual staff member nor be given to the student to deliver to the ODS. Exams may be returned via email, mailbox, or picked up in GSB 314.

Q: What steps are taken by the ODS to ensure academic honesty while a student is testing?

A: Test proctors of the ODS monitor each of the testing areas. The ODS testing room also has non-recording cameras that are monitored during each exam.

Other**Q: What should I do about a student with a disability who is misbehaving, threatening, or rude?**

A: All students, with or without disabilities, must adhere to the SAM 04.A.01 Students Rights and Responsibilities Policy. If you have any questions about student conduct, please contact the Office of Student Conduct in the Dean of Students' Office (S380, 713-221-8100).

Q: Do I have the right to fail a student with a disability?

A: Yes. Provided the approved academic adjustments/auxiliary aids are implemented, students with disabilities can fail a class. Academic accommodations do not guarantee that a student will pass a course.