

Disability Services

Requesting Academic Accommodations for Students with Disabilities

This list is designed to help students get a general sense of the procedure involved.

1. Students should schedule an appointment at Disability Services (DS) for a Disability Services Intake. This involves filling out a form with background information, giving a history and current status of the disability with regard to need, learning about accommodation options, making a request for accommodations, and signing a release allowing DS to share the student's information with appropriate individuals as necessary. To qualify for academic accommodations, students must provide current documentation of a disability from an appropriate health care provider. This documentation may include psychoeducational testing, neuropsychological testing, a letter from a qualified health care provider (guidelines for this letter available upon request), and records from a prior school listing accommodations received. (*Previous school records by themselves are not sufficient documentation.*) Students without current documentation can obtain referrals to community professionals who may be able to provide assessment and documentation of disability.
2. When a student's file is complete with all the required information and appropriate documentation, the student's request is presented to the Committee for Academic Accommodation for review. This committee, comprised of qualified University professionals including the Dean of the School of Education, the Director of Exceptionality and the Executive Director of Counseling, Wellness and Disability Services, meets periodically to consider students' requests for academic accommodations.
3. The decision of the Committee for Academic Accommodation is relayed to DS, which in turn will notify the student of the Committee's findings. In reviewing the file, the Committee may request the student provide more thorough or up-to-date documentation before a decision can be made.
4. If requests for academic accommodation have been approved, DS will provide letters outlining the recommended accommodations for the student. Students will be given a copy for each instructor, their academic advisor, and their own file. *Students are responsible for distributing these to their instructors and advisor.* If accommodations to be provided at the Testing Center have been granted, DS will forward a copy of your letter to that department.
5. Reasonable academic accommodations are always considered with regard to the individual's needs on a case-by-case basis and may be reviewed and revised by request at any time. Students who disagree with the findings of the Committee for Academic Accommodation or have another concern relating to disability services, are encouraged to work directly with faculty, staff, and DS counselors to resolve the issue. If students have a complaint that cannot be readily resolved, they should follow the guidelines set out in the "Grievance Procedures" section of the Disability Nondiscrimination Policy, available at intake or on request. This policy may also be obtained through the UST website at www.stthom.edu.

For more information or to begin this process, talk to one of the counselors at Disability Services. We can be reached at 713-525-6953 or 3162.