

QUICK TIPS FOR ACCOMMODATION CONVERSATIONS

Inclusion is one of UTSA's core values. We embrace a campus culture of inclusion, to ensure the full participation of a diversity of learners including students with disabilities. In addition to the legal mandates that require students with disabilities who are registered with Student Disability Services (SDS) receive equitable access to the learning environment through the implementation of approved accommodations, it is key for faculty to have knowledge of legal mandates, campus resources, and best practices to help make our culture one that is inclusive.

This resource serves as a quick guide for how to handle common scenarios faculty may encounter related to students with disabilities enrolled in their course(s).



IF A STUDENT DISCLOSES A DISABILITY:

It can often be intimidating for a student to approach a faculty member to disclose a disability. Please be aware that not every student with a disability is familiar with the formal process for requesting accommodations.

1. Please refer the student to SDS. Students must be registered with SDS to receive approved accommodations. (See sample email below that you may wish to share with your student)

Dear _____,

Thank you for reaching out to me and letting me know about your situation. If you would like me to provide academic accommodations in this class for a disability, you will need to go through Student Disability Services. You can call them at 210-458-4157 or email them at disability.services@utsa.edu. You can also visit their website at www.utsa.edu/disability. Once I receive an official accommodation notification email, I will be happy to work with you to make sure your academic accommodations are in place.

Warm Regards,

2. Inform SDS of the referral.



FULL POLICY INFORMATION AND ADDITIONAL RESOURCES/ INFORMATION:

UTSA HOP 9.02 Persons with Disabilities

[www.utsa.edu/hop/
chapter9/9-2.html](http://www.utsa.edu/hop/chapter9/9-2.html)

UTSA Student Disability Services

[www.utsa.edu/
disability/faculty_staff/
rights-responsibilities.
html](http://www.utsa.edu/disability/faculty_staff/rights-responsibilities.html)



WHEN YOU RECEIVE AN APPROVED ACCOMMODATION LETTER:

- » If you have not heard from the student directly, reach out to the student privately to discuss their approved accommodations for your course.
- » Any questions about implementing an approved accommodation should be directed to the student and SDS via disability.services@utsa.edu.



IF A STUDENT REQUESTS AN ACCOMMODATION THAT IS NOT LISTED ON THEIR APPROVED ACCOMMODATION LETTER:

While faculty can inform students that accommodations must first be approved by SDS, it is imperative to engage the student and SDS in a conversation to determine what to do next.

- » Refer the student to SDS. SDS will review the student's documentation to determine if this new accommodation would be justified and appropriate.



IF YOU WOULD LIKE TO REQUEST A CONSULTATION:

- » For specific questions about academic accommodations, please call SDS at 210-458-4157 or email disability.services@utsa.edu.



TITLE IX FOR PREGNANT & PARENTING STUDENTS:

UTSA is committed to creating an accessible and inclusive environment for pregnant and parenting students. Students may request accommodations based on general pregnancy needs or pregnancy-related circumstances. Students should contact the Equal Opportunity Services and Title IX Office to request accommodations, 210-458-4120 or eos.office@utsa.edu.

For more detailed information on Equal Opportunity Services and Title IX pregnancy and accommodation information, visit the EOS website: www.utsa.edu/eos/title-ix/pregnancy-accommodations.html

FACULTY DROP-IN HOURS VIA ZOOM:

Recurring monthly faculty drop in via Zoom every 2nd Monday of the month from 2:30–3:30 pm hosted by Student Disability Services and Academic Innovation.

- » **Meeting URL:** <https://utsa.zoom.us/j/92676296823>
- » **Meeting ID:** 926 7629 6823