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## **Responsibilities of Students and Faculty**

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It is the student's responsibility to identify himself/herself to either the Coordinator of Services for Students with Disabilities (CSSD) office, the Student Affairs Liaison (SAL) or the ADA Coordinator (ADAC) to request and provide documentation of a disability.

The student will consult with a School ADA Student Affairs Liaison (SAL) to determine specific accommodations the student is eligible to receive while attending UTMB. At the beginning of each semester, students are required to request accommodation letters and to meet with their instructors to discuss arrangements for accommodations in each course.

Students with disabilities must maintain the same responsibility for their education as other students. This includes maintaining the same academic levels, maintaining appropriate behavior, and giving timely notification of any special needs. The student should remind the instructor of any testing accommodations well before each exam.

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## **Responsibilities of Faculty**

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It is the responsibility of the faculty to provide the approved accommodations and support services, in a fair and timely manner, to students with disabilities. Faculty should meet as quickly as possible with students who provide a letter from the SAL. Students' should initiate the meeting, and faculty are encouraged to establish a welcoming environment for students who are reluctant to self-advocate.

Faculty do not have the right to refuse to provide required accommodations, to question whether the disability exists when accommodations have been authorized by SAL, or to request to examine the student's documentation.

If a student requests that an instructor provide accommodations for a disability and the faculty member has had no official notification it is important that the instructor assist the student in contacting the SAL. If the disability is obvious (use of a wheelchair, hearing aids, service dog, etc.) and the requested accommodation is obviously appropriate, the faculty member should provide the accommodation while paperwork is being completed. Otherwise, instructors do not have an obligation to provide requested accommodations unless properly notified.

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## **Proper Notice of Accommodation**

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Individualized letters are prepared which document what accommodations may be necessary for the student in the classroom. These letters offer guidance in regard to accommodations to be provided for the student with a disability.

Upon receiving the SSD letter from the student, it is important for instructors to respect the students confidentiality.

The accommodations outlined in the letter are based on the student's specific disability, documentation prepared by a professional(s) in the appropriate field, and previous educational history. These accommodations have been deemed reasonable and necessary in order to promote equal access to UTMB.

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### **Providing Accommodations**

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For accommodations such as extended test-taking time and reduced distraction environment, it is the *faculty member's responsibility* to make those arrangements with the student on an individual basis. The student should remind the instructor of any testing accommodations well before each exam.

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