



Disability Services

Procedure for Distance Education Students Requesting Disability Services

Distance Education students who wish to receive academic adjustments and/or auxiliary aids from the Office of Disability Services can either access the Office of Disability Services (ODS) webpage for guidelines <http://www.uhd.edu/disability/> or request Disability Services' information directly from the Office of Disability Services via disabilityservices@uhd.edu or 713-226-5227.

Once disability documentation is received and reviewed, someone from the ODS will contact the student to either schedule an appointment or request additional information.

When all appropriate documentation is received, a conference will be scheduled. Students who are not able to meet face to face with a Disability Service representative will be given the options to use Scopia (Video Conferencing Software) or phone conference as alternatives. Scopia is used by the Distance Education Advisors. The ODS will schedule the appointment with the student and confirm with one of the Distance Education Advisors if using Scopia.

During the conference, reasonable academic adjustments and/ or auxiliary aids will be agreed upon. Within two (2) weeks, the Academic Adjustment Evaluation Committee (AAEC) will convene to approve the request for Academic Adjustments and/or Auxiliary Aids. For each course the student is requesting academic adjustments and/or auxiliary aids, the student must submit a course syllabi to the ODS. This can be done by fax or email.

Once the committee approves the Academic Adjustments and/or Auxiliary Aids, the Approved Academic Adjustments and/or Auxiliary Aids Form will be disseminated to the student and each course instructor of which the student is enrolled for signatures. Directions on how to complete and return the form will be included.

For each subsequent semester that the student request Academic Adjustments and/ or Auxiliary Aids, each course syllabi must be submitted to the ODS by email or fax to initiate the process.

***Individual responsibilities and roles are below in a flow chart**

Students' Responsibility

- 1 • Student self identifies by contacting the Office of Disability Services
- 2 • Once appropriate disability documentation is received, student will meet with a Disability Services' representative to decide on reasonable accommodation(s). This can be done face to face, using Scopia or phone conference.
- 3 • Student must provide copies of each enrolled course syllabi to the ODS
- 4 • Upon approval of accommodation(s), student will receive an email containing the approved accommodation(s) from the ODS. Student must print, sign and return a copy of the signed form to the ODS. This can be done by fax or email.
- 5 • Each subsequent semester that the student request Academic Adjustments and/ or Auxiliary Aide, each course syllabi must be submitted to the ODS by email or fax to initiate the process

Distance Ed Advisors' Role

- 1 • Upon request, the Distance Ed Advisor will give the student information on the Office of Disability Services or guide them to the ODS webpage.
- 2 • The Distance Ed Advisor will assist the ODS and student in using the Scopia program if needed for the one on one conference with a Disability Services' representative.

Instructors' Role

1

- After the accommodation request is approved, the instructor will receive an email containing the Approved Academic Adjustments and/or Auxiliary Aides Form.

2

- The Instructor should sign the form and check the appropriate area indicating agreement or disagreement to implement the accommodation(s)

3

- If the Instructor agrees, the instructor should email or fax the signed form to the ODS.

4

- If the Instructor has questions or concern, they should contact the ODS for clarification.

5

- If the Instructor disagrees and therefore denies to implement the accommodation(s) or wants to modify the accommodation(s), the instructor must discuss the rationale with their Department's Chair and provide a written justification as to why the requested accommodation(s) was denied within 3 business days after receiving the form from the ODS. This justification should be sent to the Director of Disability Services.

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- Once the student receives the justification notice from Disability Services regarding the denial or alternate modification of his/her academic adjustment and/or auxiliary aid request, the student may within sixty (60) days of notification of such action, appeal that decision to the Campus Relations/Affirmative Action Officer (CR/AAO) in accordance with PS 02.B.09 - Title IX and Other Discrimination/ Harassment Complaints Policy.

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- The Title IX review by the CR/AAO will be conducted within 15 business days of the justification notification (unless an exception is warranted for good cause) and will provide a final decision on whether or not to grant the Disability Services approved academic adjustment/auxiliary aid. Where there is a disagreement between Disability Services and a faculty member regarding Disability Services recommended academic adjustments/auxiliary aids, the questioned Disability Services academic adjustment/auxiliary aid will temporarily be provided to the student while a final decision is pending.