

### **Students with Disabilities (SDS) Overview**

- Students must be registered with SDS in order to receive academic accommodations.
- Students deliver the official Memo of Accommodation to the appropriate faculty member to disclose accommodations. The accommodations listed are the ONLY accommodations approved for the student. Students are allowed to submit accommodation memos at any point in the semester however, accommodations are not retroactive.
- SDS staff may assist both the student and/or the faculty member in the implementation of accommodations.
- Please remember that this matter is confidential. Instructors are encouraged to meet with the student to discuss matters pertaining to their accommodations privately. Although the specific diagnosis is confidential information, some students may choose to share disability related information with instructors.
- These accommodations are intended to eliminate or minimize the impact of a disability and provide opportunity for full participation in the university's program. No accommodation is intended to alter the essential requirements of your course.
- If the student has testing accommodations and would like to use them to take an exam at the SDS Testing Center, students are required to provide their professors with an Exam Request Form before each individual exam. Exam requests must be made, one week in advance. Faculty must then provide exam proctoring instructions through the Exam Request Form and exam materials to SDS.

- If you are approached by a student seeking note taking assistance, please use the Note Taking Announcement script provided by the student and SDS. If you do not feel comfortable making the announcement, please contact SDS for assistance.
- USF polices require all electronic communications, websites and media used in coursework (YouTube, DVD, streaming etc.) to be immediately accessible. For more information on applicable policies and the minimum web accessibility standards please see:
  - Students with Disabilities Course Accessibility Guide:  
<http://www.usf.edu/student-affairs/student-disabilities-services/resources/web-accessibility.aspx>
  - The USF Disability Accommodations Policy (#108) at:  
<http://regulationspolicies.usf.edu/policies-and-procedures>
  - The USF Minimum Electronic and Web Accessibility Standards (MEWAS) at:  
<http://www.usf.edu/diversity/equal-opportunity/disability.aspx>
  - Captioning and Access of Media Policy (#10-506) at:  
<http://regulationspolicies.usf.edu/new-proposed-regulations-policies/new-proposed-regulations-policies.asp>
- If any courses require course material modifications, you will be notified by SDS via email, one week before classes begin.

**Location:** Office of Student Services, 1<sup>st</sup> Floor, C107

**Email:** [disabilityservices@sar.usf.edu](mailto:disabilityservices@sar.usf.edu)

**Phone:** 941-359-4714

**Website:** <http://www.usfsm.edu/campus-life/campus-resources/disability-services/index.aspx>