To: Faculty and Administration

From: Rachel A. Cox, Director of Disability Services

Date: August 20, 2008

Welcome to Texas A&M University-Corpus Christi! I would like to provide you with a few basics about University policies and procedures related to Disability Services. I encourage you to include a statement on your syllabus informing students about our office (a sample syllabus statement is included below). Please contact Disability Services at (361) 825.5816 and/or visit our website for more detailed information at: http://disabilityservices.tamucc.edu

1. All students who are entitled by law to accommodations have gone through a carefully designed multi-step process through Disability Services. Specifically, they have:
   • Registered with Disability Services (DS)
   • Provided disability documentation that meets DS criteria
   • Been approved for those accommodation(s) that were deemed reasonable by the DS Staff and in accordance with the AHEAD (Association of Higher Education and Disabilities) guidelines

2. They should also present a Faculty Notification Letter (FNL) from me or the Assistant Director, Ralph McFarland, and are not legally entitled to accommodations until they have done so (see a sample of the FNL on the opposite side of this page). That letter indicates that they have engaged in the procedures outlined in our policies and what accommodations they are entitled to.

3. These students are encouraged to talk with you (or your department administrator) directly to arrange for accommodations—for instance, testing accommodations (including lab practical accommodations) audio recording classes, or the use of a sign language interpreter.

4. Our policies state that students are entitled to accommodations approved by DS unless a decision is appealed.

5. If there are any problems or questions, feel free to call our office and speak to me or Ralph. Accommodations are intended to provide students with an equal opportunity by providing equal access for meeting essential requirements of the curriculum.

Please remember that a student’s disability is considered confidential information and should not be shared with anyone except those who have an educational need to know as defined by the Family Educational Rights and Privacy Act (FERPA).

Thank you for your ongoing support, caring and collegiality!

Sample Syllabus Statement:

“The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Office at (361) 825-5816 or come by and visit us in Driftwood 101.”