

Disability Support Services

5001 El Paso Drive - MEB • El Paso, TX 79905

Phone: (915) 215-4365 • Fax: (915) 783-5137

disabilitysupport.elp@ttuhsc.edu • <http://elpaso.ttuhsc.edu/studentservices/dss>

VOLUNTARY DISCLOSURE OF A DISABILITY & ACCOMMODATION REQUEST FORM

Any student wishing to self-disclose as having a disability or request accommodations should complete the form below. All information provided, including any documentation submitted to substantiate your disability, will be kept confidential. Please **PRINT or TYPE** the information below, attaching extra pages as necessary.

I. PERSONAL INFORMATION

Date: _____ R#: _____

Name: _____

School: _____ Expected Graduation Year: _____

Email Address: _____

Local Address: _____

City, State, Zip: _____

Cell Phone: _____

Can a message be left at the number listed above? Yes No

Emergency Contact: _____
Name *Relationship*

Emergency Contact Phone: _____

I give DSS permission to contact my emergency contact should they determine that an emergency situation exists.

Signature

Date

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II. DISABILITY INFORMATION

Nature of Impairment: (Circle all that Apply)

Learning Disability ADHD Traumatic Brain Injury/Closed Head Injury Hearing Impairment

Mobility Impairment Physical Impairment Chronic Illness Visual Impairment

Psychological Impairment Medical Illness Other (Please Specify) _____

What accommodations are being requested?

III. EDUCATIONAL INFORMATION

Did you receive accommodations at a previous school(s) for this disability? Yes No

Which school (if more than one)? _____

What accommodations were provided? _____

Did you receive accommodations on any standardized test (MCAT, PCAT, DAT)? Yes No

If yes, which test? _____

What accommodations were provided?

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8. What compensatory learning/study strategies do you use to assist you in ameliorating the impact of your disability?

9. Are you currently seeing anyone regarding your disability? If so, who and for what purpose?

I understand that the provided information will be used to assist the DSS in determining the most effective accommodations and/or compensatory strategies for my use. The Director of Academic and Disability Support Services/Disability Coordinator have my permission to contact the medical professional who provided my documentation for further information if necessary. I also give my permission for the aforementioned to contact any providers I am currently seeing regarding my need for accommodations.

Student Signature

Date

DSS Staff Signature

Date

Student Agreement

The Resource Manual for Students with Disabilities should have already been obtained from the Disability Coordinator, the DSS Office, or the Student Services webpage. This form has a summary of the procedures and guidelines set forth in this document.

I, _____, have carefully read the information in the Resource Manual and agree to abide by the procedures and guidelines set forth in this document. I understand that deviation from these procedures and guidelines may cause some delays in the acquisition of accommodations. I also understand that the appropriateness of accommodations is determined within the context of the curriculum and the way in which the specific disability substantially limits or changes participation in the course. For this reason, I may not be granted all requested accommodations and understand that accommodations may change depending upon changes in the curriculum.

I understand that it is my responsibility to communicate with faculty in a timely manner about the accommodations that I need as well as with the Director of Academic and Disability Support Services and the Disability Coordinator. I also understand that all information regarding my disability is confidential and shared only with my written permission.

I understand that an accommodation of extra time is very rarely granted on clinical performance tests and only after considerate deliberation by the disability consultant, the academic affairs officer of the college, and the course director/clerkship director. In addition, I recognize that an approved accommodation at TTUHSC-EP is not a guarantee that an accommodation would be granted on Board Exams.

I understand that it is my responsibility to contact the Director of Academic and Disability Support Services or the Disability Coordinator in the DSS Office should I have any needs related to my disability.

Student Signature

Date

DSS Staff Signature

Date

STUDENTS WITH DISABILITIES HAVE THE RESPONSIBILITIES TO:

- Meet qualifications and maintain essential institutional technical standards for courses, services and activities.
- To self-disclose as an individual with a disability when an academic adjustment, auxiliary aids and/or service is needed.
- To follow published procedures and seek information, counsel, and assistance in a *timely manner* to request accommodations and services.
- Complete and submit the “Self Disclosure and Accommodation Request Form” to DSS.
- Provide recent documentation from an appropriate professional detailing how a student’s disability limits participation in courses, programs, services, or activities and provides support for each accommodation request.
- Submit a copy of class testing dates, as well as any other relevant information such as the clerkship rotation schedule, clerkship sites, etc. each term.
- Discuss the accommodation(s) with the instructor during the first week of class or rotation and/or within one week of being granted the accommodation.
- Inform the course director and DSS if the student elects not to use an approved accommodation. An “*Exam Accommodation Waiver*” form will need to be completed.
- Promptly inform the Director of Academic and Disability Support Services or the DSS Disability Coordinator of any problems with the manner in which an accommodation(s) is being provided.
- Remember that accommodations are not a guarantee of a certain grade or of success in a particular class; rather they are for the purpose of providing equal access to education. Additionally, an approved accommodation at TTUHSC-EP is not a guarantee that an accommodation will be approved on Board Exams.

FACULTY AND STAFF HAVE THE RESPONSIBILITIES TO:

- Include a statement on syllabi to inform students with disabilities how to access accommodations on campus.
- Maintain the same academic standards for all students with appropriate accommodations. Students with disabilities should be expected to perform at the same academic proficiency levels as their non-disabled peers.
- Work cooperatively with the students and DSS in providing accommodations **only** when an approved accommodations notification from a DSS staff member has been received by the school's Academic Dean's office.
- Ensure that students receive the needed accommodations without undue complications.
- Respect the student's right to privacy; keep disability-related information confidential. Students with disabilities are protected under FERPA and the civil rights law. At no time should faculty and staff make any statements or implications that the student with a disability is any different from the general student population.
- Remember that the student has the right not to discuss the particulars of his/her disability except on a need-to-know basis.
- Contact DSS immediately in the event problems occur.
- Be aware that further accommodations/arrangements may be made at a later time by a member of the DSS staff.

How Are Reasonable Accommodations Determined?

Every student's documentation is reviewed on an individual, case-by-case basis. Accommodations are carefully considered by the Director of Academic and Disability Support Services. In cases where the parameters of the disability and the requested accommodations go beyond the expertise of the Director, experts in the related area of disability will be contacted. In addition, the student affairs/academic affairs dean or course clerkship director may be asked if an accommodation is reasonable given the technical standards of the academic program.

While extra time on written tests is a fairly standard accommodation, the amount of time needed is carefully determined by examining the test results, observations of the student's ability and historical information. Extra time on clinical performance tests is very rarely granted and only with considerate deliberation by the Director of Academic and Disability Support Services, the student affairs/academic affairs officer for the school, outside experts and the course/clerkship director.

In addition to on-campus resources, external resources such as the Association on Disabilities and Higher Education, physicians, psychologists, educators and other relevant experts are frequently consulted.

Who Is Eligible For Accommodations?

Services are available to all currently enrolled students who have a documented disability that substantially limits them in one or more of life's major activities. In order to receive services from the Disability office the following is essential:

1. Students must have a documented disability as defined by the ADA, ADAA and the federal Rehabilitation Act of 1973, Section 504 to be eligible for disability-related accommodations.
 - According to the ADA, a "qualified individual with a disability is one who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provisions of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or participation in programs or activities provided by a public entity."
2. A student must be regarded by an appropriate health care provider or professional (please see **DOCUMENTATION REQUIREMENTS** in the Resource Manual for Students with Disabilities) as having a substantial impairment, as opposed to a minor impairment. A substantial impairment is one that significantly limits or restricts a major life function such as, "caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working." Major bodily functions are also included, such as "functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions." The cost of obtaining documentation will be borne by the student.
3. To also be eligible for disability-related accommodations, a student must meet the academic and technical standards required for admission and participation in TTUHSC-EP's programs to be ensured an equal educational opportunity.