



# Student Disability Services

# What we do...

- The University of the Incarnate Word (UIW) is committed to providing a supportive, challenging, diverse, and integrated environment for all learners.
- In accordance with Section 504 of the Rehabilitation Act of 1973, Subpart E and Title III of the Americans with Disabilities Act, the University ensures accessibility to its programs, services and activities for learners with documented disabilities.
- Accessibility is accomplished through the provision of a wide variety of services tailored to each learner's documented needs.
- To qualify for services, the learner must provide Student Disability Services (SDS) with the appropriate documentation of his or her disability at the time services and/or accommodations are requested.

# How do we do this?

- Upon the submission of a request, Student Disability Services will review the request and documentation provided. Along with the request form and medical/professional documentation, learners should provide a summary of the current impact of her/his condition in respect to the learning environment.
- We identify a connection between the disability and the accommodations requested as supported by the provided documentation.
- Appropriate accommodations are approved and emailed to the learner to share with the applicable personnel at the School of Osteopathic Medicine (SOM) for implementation.
- All learners must meet the SOM technical standards with or without reasonable accommodations.
- Anytime that a learner has questions or concerns about their accommodations, they should reach out to Student Disability Services to discuss.

## Establishing Services

# It's as Easy as 1, 2, 3!

1. Gather your medical / professional documentation: [DOCUMENTATION GUIDELINES](#)
2. Submit the documentation along with a request for accommodations to Student Disability Services for review: [REQUEST FOR LETTERS OF ACCOMMODATION](#) (Classroom)

*Documentation can be uploaded within the online 'request for letters of accommodation' form above. Otherwise, it can be faxed to Student Disability Services at (210) 829-3997. LETTERS OF ACCOMMODATION ARE VALID FOR ONE ACADEMIC YEAR*

3. Contact Michelle Beasley, Manager of Student Disability Services, at [beasley@uiwtx.edu](mailto:beasley@uiwtx.edu) or call (210) 829-3997 to finalize your registration with Student Disability Services.

# Delivery of Letters of Accommodations



Learner completes initial registration with Student Disability Services (SDS).



Before each subsequent school year begins, the learner submits a “Request for Letters of Accommodations” form to SDS.



Upon learner’s request, SDS sends approved letter of accommodation to learner to share with applicable SOM personnel.



Learners works with SOM personnel to implement logistics of accommodations. Instructions are sent with letter of accommodations.



Learner contacts SDS with any questions or concerns during the school year.

For questions, please call or email us at:

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## Student Disability Services

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