

## **Responsibilities of Students with Disabilities**

It is the student's responsibility to identify himself/herself to the SASS office and to provide documentation of a disability. Strict documentation guidelines exist for different types of disabilities. Information on documentation guidelines is available in the [Documentation Guidelines](#) section.

The rights and responsibilities of students can be found in the [Student Disability Handbook](#).

### **Students with Disabilities have a Right to:**

- Equal access to programs and services offered through UTHSC;
- Confidentiality of all information pertaining to the individual's disability;
- Information reasonably available in accessible formats;
- An opportunity to receive reasonable accommodations, academic adjustments, and/or auxiliary aids, and services.

### **Students with Disabilities have the Responsibilities to:**

- Meet qualifications and maintain essential institutional technical standards for courses, services, and activities;
- Identify as an individual with a disability when an accommodation is needed and seek information, counsel, and assistance as necessary;
- Provide documentation (from an appropriate licensed clinical professional) concerning how the disability limits participation in courses, programs, services, or activities;
  - Ensure that all paperwork and documentation is provided to the SASS. The SASS staff will not be able to request or follow up on requests for accommodations.
- Submit a copy of the class schedule and 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 SASS if the student elects not to use an approved accommodation. A "Decision Not to Use Accommodations" form will need to be completed.

- Contact the SASS office immediately if there are any problems with the manner in which accommodations are being provided.
- Notify the professor at least **3 days prior to each exam** in order to ensure that the exam will be available in the SASS office at the time of the exam.
- Notify SASS at **least 5 days prior to each exam** in the event there is a conflict in your schedule, such as extended test taking time interfering with the beginning of your next class, so that SASS can attempt to make arrangements.
- Notify the Disability Coordinator at [lbrook15@memphis.edu](mailto:lbrook15@memphis.edu) or 448-1452 at **least 3 days before examinations** to ensure your testing time(s) and space in SASS. We need to know the test name (course), date, time, time allotted for the other class members, and the professor's name.
- All exams scheduled in SASS must be completed by 5:00pm. Please keep this in mind when scheduling to take exams.
- Remember that exams taken in SASS should follow the same procedures as if the tests were taken in class. For example, tardiness will result in no time extensions and it is the student's responsibility to start and stop the examination on time.
- In the event you need to change your requested/reserved time for an exam contact the Disability Coordinator or the SASS office as soon as possible at [sass@utmemo.edu](mailto:sass@utmemo.edu) or 448-5056.

**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.**

## **Guidelines for Handling Excused Absences from Exams/Quizzes for Disability Based Issues**

The following guidelines describe the process whereby students currently registered with SASS for a documented disability can arrange to make up an absence from an exam and/or quiz **when such an absence is directly related to a previously disclosed and documented disability and accommodations have been approved through SASS.**

1. Students aware that they will miss an exam and/or quiz prior to its administration must notify SASS in writing (email is acceptable) as soon as possible, prior to the exam. If the student is not able to notify SASS due to an unexpected absence it is expected that they notify the SASS in writing within 12 hours of the original exam administration time.
2. Students must follow the professor's policy regarding notification of an absence from an exam. The reason/diagnosis for which the absence is based need only be shared with the SASS staff.
3. Within **5 working days** the student must provide SASS with a written explanation from their present health care provider. Once written notification is received, SASS can verify the absence, if needed, for the professor.
  - a. The notification must include information that directly supports the need for the absence from an exam based on a documented disability on file with SASS. This explanation must be from a professional on letterhead and include a projected date for return to campus.
4. Students must follow the professor's policy regarding make-up exams. If taking a makeup exam in the SASS, follow SASS procedures for regular exam administration.
5. Faculty members should contact SASS if they desire verification of the disability-related absence from an exam and/or quiz. Faculty members must refrain from asking the student for specific and detailed documentation of the excused absence as such explanations/documentation constitute a violation

of the student's privacy rights.

6. When providing a make-up exam for a student with a disability-related excused absence, faculty members must administer the same make-up exam and/or quiz given to all other students, provided that the make-up exam and/or quiz is given at the same time for all students.
  - a. Should it be necessary to prepare a separate make-up exam and/or quiz for any student (disability or not), faculty members must provide an exam that is comparable to the original with respect to the types of questions, length of exam, and complexity of the questions.

**PLEASE NOTE: SASS should not be contacted unless the excuse is directly related to a disability that has been documented by SASS. Absences that are not attributable to a documented disability must be handled according to the professor's written policy regarding missed exams.**