



UT Dallas Student Guide

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1.) ELIGIBILITY FOR SERVICES

Any student with a physical, psychological, or learning disability that affects his or her academic performance is eligible for services. The specific disability must be identified in current documentation from a qualified professional. Documentation should be no more than three years old to be considered current. Qualified professionals include physicians to diagnose physical disabilities, psychiatrists or licensed psychologists to diagnose psychological disabilities, and licensed psychologists or educational diagnosticians to diagnose learning disabilities.

The documentation should address your specific disability, including diagnostic information, limitations resulting from the disability, and any recommendations for accommodations. Disability Services will evaluate the information to determine the specific accommodations for which you are eligible.

It is your responsibility to provide the required documentation of your disability and identify any needs resulting from it. If the documentation provided is incomplete, inadequate, or outdated, Disability Services may require additional documentation in order to determine your eligibility for services. Because we recognize that students may need additional time to obtain proper documentation, Disability Services may provide temporary services in good faith for up to six weeks from the original date that services are requested.

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2.) REQUESTING SERVICES

Students should request services in writing by completing an Accommodation Application for Disability Services and returning it with the appropriate documentation as identified above. This form gives us critical information about you, your disability, and your individual needs.

We are here to support you in having a successful college experience. However, it is your responsibility to advise us of your need for accommodations. Disability Services encourages students to maintain regular contact with our office. Do not hesitate to call us.

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3.) SERVICES AVAILABLE

Disability Services will provide any *reasonable* academic accommodation that a student needs due to his or her disability. Our services are individualized because every student has unique needs. The following services are those most commonly needed; however, other special arrangements may be made for students as their situations warrant.

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A.) ADAPTIVE TECHNOLOGY

McDermott Library has adaptive technology for use by UTD students, faculty and staff. The equipment is located in the Accessibility Office (MC2.216). The hardware includes a computer, Optelec Clear View 7000, Braille Blazer printer, and a scanner. Software includes Zoom Text, Jaws, Kurzweil 1000, Duxbury for Windows, and Dragon Naturally Speaking.

The Accessibility Office is available on a first-come first-served basis or by appointment (972.883.2955). Appointments times and the use of the Accessibility Office are scheduled for 2-hour blocks. If no one is waiting for the office, the user can continue working. If a user does not show up with 15 minutes of the appointment time, the room will be made available to the next person.

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B.) REGISTRATION ASSISTANCE

Every student should meet with an academic adviser for course selection and registration prior to the start of each semester. Please see your adviser, and register in accordance with the *UTD Schedule of Classes*. Once you are registered, provide Disability Services with your class schedule and arrange for services for the semester.

If you have a disability such as blindness or deafness that prevents you from participating in regular registration activities, please contact Disability Services for assistance. However, you must first see your academic adviser. Disability Services does not provide academic advising, as your academic department is better qualified to assist you in this area.

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C.) NOTIFICATION OF FACULTY

At the beginning of each semester, students should notify their instructors of any accommodations needed in the classroom. Disability Services will provide you with a letter to present to your instructors to inform them of your needs and verify your eligibility for the accommodations.

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D.) ALTERNATIVE TESTING

Alternative testing is available through Disability Services in cooperation with instructors. Tests administered in alternative formats can reflect more accurately a student's achievement levels without interference from disability-related factors. Alternative formats might include extended time, tape-recorded exams, use of adaptive

equipment, a private room, and/or the use of a reader or scribe. Accommodations for alternative testing may be made by your instructor or may involve testing in Disability Services offices.

Note: All exams being taken in the Disability Services offices must be scheduled at least *seven days* in advance of the anticipated test date. It is the student's responsibility to ensure that tests are scheduled.

Responsibilities for Using Alternative Testing

1. You should meet with your instructors before or during the first week of the semester to discuss disability and exam arrangements. You will be provided with **Provision for Alternative Testing** forms and are responsible for completing them with your instructor and ensuring their receipt in Disability Services.

2. You must complete A **Provision for Alternative Testing** form with your course instructors for every class you take. The form outlines required testing conditions, arrangements for delivery and return of exams, and date and time of exam.

Exams taken in the Disability Services offices should be scheduled for the same time that the regular class is scheduled to take it, with the exception of evening classes. *Exceptions will be made only when a student has back-to-back classes. **If you have an evening class, testing must be completed by 6:30 PM, Monday through Thursday and 5:00 PM on Friday. For students in evening classes whose accommodations include extended time, the extra time will be adjusted to the start time of the exam.**

If you have a situation arise that requires you to take the exam outside of the regular class time, you **must** obtain

the instructor's permission before the exam will be scheduled.

*All exceptions must be discussed with the Coordinator.

3. When testing in the Disability Services offices, you should arrive a few minutes early and be ready to take the exam at the scheduled time. You will not be given additional time if you arrive late. If you miss a scheduled test, your exam will be returned to the instructor and it will be up to you to contact your instructor to reschedule the exam.

If a change in arrangements is necessary due to illness or emergency, you should contact both your instructor and Disability Services as soon as possible. If you cancel an exam and want to reschedule, you must provide Disability Services with written permission from your instructor or arrange for the instructor to contact Disability Services.

Note: Students are expected to uphold the integrity of the examination process and are subject to the procedures for academic dishonesty as defined and described in Title V, Rules on Student Services and Activities, of the University's Handbook of Operating Procedures. Copies of these rules and regulations are available to students in the Office of the Dean of Students or on the UTD website at www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-HOPV.html

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E.) NOTE TAKERS

At the beginning of each semester, Disability Services will provide you with a letter to present to your instructor regarding your need for a note taker in class. Your instructor will assist you in locating a classmate willing to

share his or her notes with you. By using a type of special carbonless paper available from Disability Services, the note taker can take notes for him or herself and give you the carbon copy. Note takers may also provide photo copied notes if they so choose.

It is your responsibility to obtain the carbonless paper from Disability Services and deliver it to your note taker. It is also your responsibility to attend class. Note takers and instructors are not obligated to provide you with notes for classes that you do not attend.

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F.) TAPED MATERIALS

Students who need taped materials are encouraged to register with Recording for the Blind and Dyslexic (RFB&D) as soon as possible. This organization provides books on tape free of charge to qualified individuals. Many college texts are already available through their library. RFB&D charges a one-time registration fee of \$65 and \$35 per year for a membership. Information and application forms are available in Disability Services.

RFB&D's taped books require specially adapted CD players, software or four-track cassette players. **RFB&D does not provide this equipment.** They do sell players and accessories at nonprofit prices. In addition, there are a number of compatible machines available. The following are a few suggestions.

1. The Texas State Library, Program for the Blind and Physically Handicapped, will loan machines to their patrons. For more information on their registration process, contact:

Texas State Library, BPH
P.O. Box 12927

Austin, Texas 78711
800-252-9605

2. Texas Commission for the Blind (TCB) provides tape players and reader services for eligible clients. Contact TCB at 214-688-7007 for application information.

3. Two organizations offer machines for sale to qualified individuals and institutions. For more information on the types of machines and price, contact:

American Printing House for the Blind (APH)
P.O. Box 6085
Louisville, KY 40206-0085
502-895-2405

BIT Corporation
52 Roland Street
Boston, MA 02129
617-666-2488

Students are encouraged to utilize any services, books, and materials available to them through the above agencies; however, Disability Services will tape any required reading materials that are not available from RFB&D.

Students should follow the guidelines listed below when requesting taped materials.

Responsibilities for Requesting Tape-Recorded Materials

1. Plan your class schedule early, and preregister if possible.
2. Contact each of your instructors to find out what reading materials will be used for each of your courses, and obtain a syllabus or a list of reading assignments.
3. Contact RFB&D to obtain any available books on tape through their library.

4. Purchase any books that are not already available on tape and deliver them to Disability Services as soon as possible. Taping of materials is time consuming, so it is important to begin at least two weeks in advance.

Responsibilities Throughout the Semester

1. Notify Disability Services within a week if you decide to drop any course. (Readers may need to be reassigned.)

2. Inform Disability Services of any changes in course syllabi.

3. If instructors do not hand out course syllabi, explain your need to know reading assignment deadlines at least two weeks in advance. Call Disability Services with this information as soon as it is available.

4. If you receive an unexpected reading assignment during the semester, contact Disability Services as soon as possible.

5. Pick up your tapes in Disability Services as they become available. Check the tapes for quality immediately, and notify Disability Services of any problems.

6. Return all tapes to Disability Services by the last day of final exams each semester. (If you want to keep a copy of any of the book recordings, you can provide the appropriate number of blank tapes, and Disability Services will dub the books for you free of charge.)

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G.) ENLARGED MATERIALS

Students who need enlarged materials should bring any books/materials to be enlarged to Disability Services as soon as possible. This is very important, as a minimum of one week is needed to complete this service. It is the student's responsibility to deliver his or her materials and obtain the enlargements from Disability Services.

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H.) CLASSROOM RELOCATION

Classrooms may be relocated as necessary to correct accessibility problems. Please contact Disability Services as soon as the problem is discovered so that arrangements can be made.

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I.) TAPE RECORDERS

As a courtesy, Disability Services will loan tape recorders to students who have difficulty taking notes in class due to their disabilities. Tape recorders are available each semester on a first-come, first-served basis.

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J.) CAMPUS ACCESSIBILITY MAPS

Maps showing locations of handicapped parking, automatic doors, and ramps are available in Disability Services and the Info Depot in the Student Union.

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K.) TELECOMMUNICATION DEVICES FOR THE DEAF

TDDs are located in Disability Services and at the UTD Campus Police Station. The TDD in Disability Services may be used by students during our regular business hours. The University Police Station is open 24 hours.

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L.) INTERPRETER SERVICES

Students who need sign language interpreters should register for classes as early as possible each semester to allow adequate time for services to be arranged. Typically, Disability Services will need a minimum of two weeks to make arrangements.

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M.) CART CAPTIONIST

CART is the acronym for Communication Access Realtime Translation. CART is performed by a Certified Shorthand Reporter or Registered Professional Reporter (captionist) using a realtime translation system (a stenotype machine, notebook computer, and realtime translation software). The CART provider is able to translate simultaneously the spoken word at 180 - 210 words per minute with a minimum of 96% accuracy. CART produces a full screen of text on a notebook computer. The captionist sits next to the deaf or hard-of-

hearing student in the classroom so that the student may read what is being said by the instructor and fellow students, and actively participate in the class just as hearing students do. The same conditions apply to this service as those listed above for interpreter services

Responsibilities for Using Interpreter Services

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N.) ATTENDANCE REQUIREMENTS

All absences must be reported to Disability Services by the student, in advance of class when possible.

Students who accrue three no-shows per class during a semester will have services suspended for that class until the student meets with the Coordinator of Disability Services and requests reinstatement of services.

A no-show is defined as any time the student misses an appointment or class and does not inform Disability Services 24-hours in advance. (It would be a courtesy to inform the interpreters or captionist as well.) This includes situations in which the class is canceled, but the interpreter or captionist is not informed. However, no-shows can be converted to absences for valid reasons. Consequently, the reasons for your absence should be discussed with the Coordinator to determine whether they are valid. Absences do not accrue from one semester to the next.

If a student does not show up at the beginning of class, the interpreter or captionist will wait 15 minutes before leaving. This will be counted as a no-show even if the student shows up for the class after the interpreter leaves.

If the interpreter is not present when class begins, please wait ten minutes for him/her to arrive. While interpreters

are expected to be on time, accidents sometimes happen. If the interpreter does not arrive, please notify Disability Services **immediately**. In addition, notify Disability Services if you are experiencing problems with an interpreter, such as chronic lateness or absence.

Do not interrupt the interpreter to ask the time, start a conversation, or complain about the class. Remember, the interpreter's job is to voice what you sign, so do not say anything that you do not want the rest of the class to hear.

Students should contact Disability Services if they have any questions or concerns about their accommodations.

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O.) INTERPRETING/ CAPTIONING CODE OF ETHICS

Interpreters/captionists are to follow a code of ethics to maintain the integrity of the profession and to protect themselves and the consumers. Some of the more pertinent elements of the code are listed below.

Interpreters/captionists shall keep all assignment-related information strictly confidential.

Interpreters shall render the message faithfully, always conveying the content and spirit of the speaker, using language most readily understood by the person(s) whom they serve.

Interpreters/captionists shall not counsel, advise or interject opinions. Interpreters/captionists shall function in a manner appropriate to the situation.

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P.) EVALUATION AND SUPERVISION

The Coordinator may monitor the classroom situation occasionally throughout the semester to ensure that the assignment continues to be appropriate for the student, interpreter, and faculty member. Observations will be scheduled in advance with the instructor.

At the end of each semester, evaluation forms will be filled out by the student. Students may also have the opportunity to provide feedback in the middle of the semester to help the interpreter ensure that s/he is meeting the student's needs in a class. The forms will be provided by the coordinator.

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4.) STUDENT RESPONSIBILITIES

Disability Services' goal is to enable every student with a disability to succeed at UTD; however, most of the factors that affect your academic progress are in your control. Every student should take the following steps to ensure his or her own success:

Follow Disability Services' guidelines for using accommodations. If these policies and procedures are not followed, provision of services cannot be guaranteed.

Meet all UTD admission, academic, and conduct standards. Every student is held to the same high standards in these areas. Please refer to your catalog for specific requirements.

Attend classes regularly. Class attendance is a reasonable expectation for college students. If you are unable to attend classes because of your disability, contact your instructors and Disability Services immediately. Special arrangements in these circumstances will be determined on an individual basis.

Contact your instructors at the beginning of each semester to discuss your accommodation needs. While Disability Services will provide accommodations for your disability, it is your responsibility to contact your instructors regarding your needs in their particular classes. If you are experiencing a problem in a course, your first contact should be the instructor. This is vital, not only because each instructor is responsible for his or her course, but also because they cannot help you if you do not keep them informed.

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