
ST. MARY'S UNIVERSITY



MEMO TO: St. Mary's University Administration, Faculty, and Staff

FROM: Dean of Students

RE: Services for Students with Disabilities

As you already know, my office is the office that provides support and services for students with documented disabilities at St. Mary's University. Some important things to note about providing services to students with disabilities are:

- Students with disabilities must provide documentation regarding their disability to the Dean of Students. This documentation is reviewed and **reasonable** accommodations are made based on valid documentation.
- **Students requesting accommodations must be referred to the Dean of Students for assistance.** No special accommodations should be given in the classroom or in other departments without a letter from the Dean of Students.
- Reasonable classroom accommodations include, but are not limited to: extended test taking time, test taking assistance, note taking assistance, permission to tape lectures, seating assistance, occasional absences due to disability, books on tape, large print materials, and other visual and auditory assistance.
- Classroom accommodations should in no way compromise the essential elements or objectives of the curriculum.
- All information regarding a student's disability is **confidential and should never be discussed with the student in front of other people or in the classroom while others are present. Always discuss a student's disability and accommodations in private. This is in compliance with the Family Educational Rights and Privacy Act and University policy.**
- The Student Life Office has several resources available to faculty and staff regarding classroom accommodations and teaching methods for students with disabilities. These are available as you need them.
- Other accommodations offered through the Student Life Office include, but are not limited to: parking assistance, mobility assistance, keys for elevators and lifts, assistance during temporary disability, and limited student support for library assistance.

Feel free to contact me any time you have a question, concern, or issue that needs to be addressed. My office is in room 229 of the University Center or I can be reached at 431-2093.

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