

DISABILITY SUPPORT SERVICES

FACULTY HIGHLIGHTS

*Under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, UAB is required to provide access to its programs and activities to qualified individuals who have a documented disability. UAB must conduct an **individualized assessment** when making determinations regarding accommodations for students with disabilities. This is a collaborative effort between DSS, faculty, and the student.*

How Students Request Accommodations for Class

After following the procedures to become registered with DSS, students must do the following each semester:

1. Electronically send accommodation letter to faculty via the DSS Student Portal
2. Arrange a time to meet with each instructor in order to discuss accommodations

NOTE: ALL STUDENTS ARE INSTRUCTED BY DSS TO SCHEDULE AN APPOINTMENT TO DISCUSS ACCOMMODATIONS WITH THEIR INSTRUCTOR; HOWEVER, THIS DOES NOT ALWAYS HAPPEN. YOU MAY NEED TO PROMPT THE STUDENT TO SCHEDULE A MEETING IN ORDER TO DISCUSS ACCOMMODATIONS.

Appropriate Follow Up by Faculty

- It is okay to remind your class as a whole that students who are registered with DSS need to schedule a time to meet with you to discuss accommodations. **DO NOT** single any students out or publicly remind an individual student to meet with you about his or her accommodations.
- After you have received an accommodation letter from a student, you are encouraged to follow up with that student to set up a time to discuss implementing his or her accommodations.
- **DO NOT** ask a student about his or her disability or diagnosis. Keep your conversation with the student focused around his or her approved accommodations.
- Always call DSS if you are unsure how to implement an accommodation! **DO NOT** refuse to meet with a student or make blanket statements such as “we never allow accommodations in this course/activity/program.” Remember, we are making **individualized** assessments!

Frequently Asked Questions

- What are my confidentiality obligations?
 - You should not discuss a student’s disability, or the fact that a student is registered with DSS, in front of others unless that person has a legitimate educational interest.
- How do I know when to involve DSS?
 - DSS should be involved with any student concern/issue that relates to that student’s accommodations. If you are unsure whether DSS should be involved, please check with us!
- Can DSS assist students who are taking certifications or standardized exams?
 - Yes! Students may request accommodations for certifications and other standardized exams such as the Praxis, GRE, LSAT, GMAT, etc. Please refer students to Valerie DuBose (vdubose@uab.edu) in the DSS Office for assistance with this.
- Do faculty members have a specific contact in the DSS Office?
 - Yes! Courtney Champion is the ADA Faculty Advisor in the DSS Office. Faculty members may contact her via phone, email, or the Ask the ADA Faculty Advisor button on the DSS website.