

REQUESTING ACCOMMODATIONS

Submit a completed Accommodation Request Form and any other supporting documentation

Students may submit information at any time during the semester. However, it may take 2-3 weeks for the information to be reviewed. For more information about the review process or the type of information to submit please visit the Disability Services website. All information must be submitted in person, delivered via mail, or faxed. Disability Services does not accept student information by email.

Submitted information is reviewed

Student information will be reviewed on an individual, case-by-case basis. After the review, an Access Coordinator will contact student to set up an appointment to discuss possible accommodations. If you have not heard from Disability Services within 3 weeks of submitting information please contact the office.

Meet with Access Coordinator

The student will meet with their Access Coordinator to discuss Disability Services policies and procedures as well as possible accommodations and resources available. If necessary, the Access Coordinator will advise the student of any additional information needed.

Department of Disability Services

Division of Student Affairs
701 West Campus Blvd
1224 TAMU
College Station, TX 77843

Phone (979) 845-1637
Video phone (866) 860-7701
Fax (979) 458-1214
<http://disability.tamu.edu>
disability@tamu.edu

ADDITIONAL SERVICES AND RESOURCES AVAILABLE

Accommodations Coordination

Each student that submits documentation to Disability Services (DS) is assigned to an Access Coordinator who will meet with the student to determine appropriate accommodations. DS may also be able to assist students with temporary disabling conditions (i.e., broken hand). To receive accommodations for a temporary disability, the student must submit information to Disability Services indicating the type of disability, severity, limitations, prognosis, and estimated duration of the disabling condition.

Testing Administration Center (TAC)

The TAC works to ensure that appropriate testing accommodations are provided for students who are eligible for services. Instructors may provide accommodations outside of the TAC, if agreeable to the student and instructor. Common testing accommodations include extra time on exams and a reduced distraction environment.

Adaptive Technology Services (ATS)

ATS offers students the opportunity to use technology to mitigate the effect of their disability. Services include assessment for need and training on the use of varying technology. Common technology includes audiobooks, assistive listening devices digital recorders, smart pens, and computer software.

Sign Language Interpreter & Transcription Services

Sign language interpreters and transcriptionists are provided to qualified students registered with the Department of Disability Services. These services are made available for access in the classroom and during other assignments related to their required course work at no additional cost to the student and/or department.

Awareness & Outreach

DS is available to students with disabilities to assist or advise with any disability related issue. Staff members are available to university students, faculty and administration for consultation and presentations.

Physical Accessibility

DS works with Facilities Services, Residence Life and Transportation Services to facilitate access to buildings, residence halls, parking lots, and other locations on campus. Students with disabilities who experience physical barriers may contact DS for assistance.

Resources and Referrals

Although DS does not offer disability evaluation and/or testing, tutoring services, assistance with personal expenses, attendants or scholarships, DS will provide resource and referral information. Many of these resources are available on Disability Services website (<http://disability.tamu.edu>).

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