

Sam Houston State

- d. plan to academic course instructors via SHSU e-mail request; and
 - e. consults with the student and their instructor(s), as needed, regarding the effectiveness and implementation of academic adjustments and/or auxiliary aids and services.
- 3.03 Maintain the security and confidentiality of disability documentation and related information submitted by students applying for SSD services.
- SSD may release information to University faculty and staff regarding a their accommodations and educational needs,
- 3.04 Work with faculty to ensure that requested accommodations do not fundamentally or substantially alter essential course requirements, nor reduce the academic integrity of the course.
- 3.05 Receive disability-related grievance documents from students, in accordance with Section 6 of this policy, Grievance Resolution Procedures.
4. RESPONSIBILITIES OF FACULTY UNDER THE ADA, ADA, AND § 504 OF THE REHABILITATION ACT OF 1973
- 4.01 Inform students of available SSD assistance by including information on the SSD Office in course syllabi. For example: "Any student with a disability that affects their academic performance should contact the Office of Services for Students with Disabilities to request accommodations.
 - 4.02 Refer all students who may informally request disability accommodations to this policy and to SSD for registration and to request services as described in section 3 above.
 - 4.03 Review Letters of Accommodation sent by SSD.
 - 4.04 Implement and/or facilitate SSD recommended accommodations or services, unless concerned that an accommodation would fundamentally alter essential course requirements (see below). (Note: SSD accommodations do not apply

retroactively, but only from the point in time at which SDS sends the letter of accommodation);

- 4.05 When concerned that an accommodation would fundamentally alter essential course requirements, within five (5) working days of the Letter of Accommodation being sent by SSD, form a group consisting of SSD and other knowledgeable and trained persons (such as the academic department chair and other informed faculty members) and determine by group consensus whether
- 4.06 If it is determined that a recommended accommodation would fundamentally alter essential course requirements, within five (5) working days, engage in an interactive process with the SSD

- d. If approved for academic adjustments and/or auxiliary aids and services, request Letters of Accommodation from SSD for academic courses in a timely manner (Note: SSD accommodations do not apply retroactively, but only from the point in time at which SDS sends the letter of accommodation);
- e. As necessary, engage in dialogue with course instructors and SSD regarding the logistics and arrangements for the accommodations and services;
- f. Apprise SSD in a timely manner of any concerns with the implementation of academic adjustments and/or auxiliary aids and services;
- g. Notify SSD in a timely manner of any changes in mental and/or physical condition warranting different or additional accommodations and/or services and submit documentation supporting such need; and
- h. Notify SSD in a timely manner of the need for approved auxiliary aids and services, such as sign language interpreting or captioning services, alternative textbook formats, and adaptive technologies. Failure to provide timely notification may result in delays in the receipt of such aids and services.

6. GRIEVANCE RESOLUTION PROCEDURES

It is the policy of Sam Houston State University not to discriminate or retaliate against any student who has filed a disability-related grievance or who has assisted or participated in the investigation of such a grievance.

- 6.01 Students are encouraged to informally discuss their concerns with the course instructor and SSD before proceeding to the formal

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Academic Policy Statement 811006

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below document until superseded.

Original: October 6, 1981
Reviewer(s): Academic Affairs Council

Review Cycle: Five years*
Review Date: Fall 2025

Approved: _____ <signed> _____
Michael T. Stephenson, Ph.D.,
Provost and Sr. Vice President
for Academic Affairs

Date: _____ 2/14/2024 _____

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.