

Chapter 5: Understanding The Process

The Law

- It is the policy of The University of Texas at Arlington to comply with Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008, and other applicable federal and state regulations that prohibit discrimination on the basis of disability.
- Under these laws, students with a documented disability have a right to receive reasonable accommodations.

Applying to the Student Access and Resource Center (SAR) and Requesting Academic Accommodations at UTA

- To receive accommodations, the student must complete the following:
 - Students must apply to The University of Texas at Arlington (and be accepted)
 - Complete the SAR Center application.
 - ◆ Accommodations from K-12 (504 plans or IEP plans) or another college/university **DO NOT** automatically transfer to UTA.
 - ◆ Any documentation a student has may be uploaded to the application. An application may be submitted without documentation.
 - Allow 3 business days from date of submission for the application to be processed (processing times may be longer at the start of the semester).
 - ◆ Students will receive an email once their application has been processed, notifying them that their application has been reviewed, and they can schedule their intake appointment.
 - Once the student receives an email from the SAR Center that their application has been processed, students must call or email the SAR Center to schedule their intake appointment.
 - Complete the SAR Center Intake process (which may include)
 - ◆ Providing self-report information
 - ◆ Providing third-party documentation
 - ◆ Having a discussion with a SAR Center Accessibility Specialist(s)

- ◆ Responding to requests for further information from the SAR Center
- ◆ Complete an Intake Appointment to determine reasonable accommodations and receive AIM Training.
- Request accommodations **each semester** through the AIM portal
 - ◆ Students must be registered for courses for the semester in order to request their accommodation(s).
 - ◆ Allow 2-3 business days for the request to be processed and approved.
 - ◆ Once the accommodation request is approved, the Faculty Notification Letter (FNL) will be sent to any faculty listed for the course.
 - If faculty are not listed properly, **this may result in faculty not receiving the FNL.**
 - If a student says that they have accommodations through the SAR Center and you have not received an FNL, you should:
 - Login to your AIM Faculty Profile to see if the student has accommodations for your course
 - If you do not see the student listed, please contact the SAR Center.
- Students are **highly encouraged** to meet with their faculty to discuss their accommodations and how the faculty can best support them.

*Please Note

- Students will not be able to use or request their approved academic accommodations until they have completed all the steps listed above.
- Accommodations apply **only from the date they are approved**. Work completed before approval is **not covered** and may be handled at your discretion.
- Exam accommodations received within 3 days of a test date may not be eligible for accommodations. Instead, testing accommodations will go into effect for the next scheduled exam.
- Some accommodations may not be permitted if they would fundamentally change the nature of a course. If you have concerns, contact the **Student Access and Resource Center (SAR Center)** as soon as you receive the Faculty Notification Letter.

