

MEMORANDUM

DATE: June 15, 2008

TO: All Faculty

FROM: Marilyn Ditto-Pernell *MDP*
Director, Disability Access Services

RE: Faculty Notification Procedure Change

Thank you, on behalf of the students with disabilities on campus, for all of your efforts to make reasonable classroom accommodations in your courses.

Change is a good thing. Over the last 25 years Disability Access Services has tweaked procedures here and there to keep up with technology but not really made any changes. Beginning with Fall Semester 2008, there will be a major change in the procedure for notifying faculty that a student with a disability, who may need some type of classroom accommodation, is enrolled in his/her course. These notification memorandums have been sent through campus mail to the UMSL faculty in the past. DAS will be changing to a student hand delivery system for all future notification.

Disability Access Services will continue printing the disability notification class memos as requested by students registered with DAS. These students will be responsible for hand delivering the individual memos to each of their course instructors, introducing themselves and discussing their accommodations. This change in the system should eliminate the confusion for students who are either reluctant to ask instructors or simply don't ask if their confidential memos have been received. Instructors will no longer need to wait for students to come forward after receiving multiple memos at the beginning of the semester. The new student delivery process will prevent personal and confidential notification memos being lost in campus mail, detained due to a course change, or received by someone other than the intended recipient.

This change in the delivery process places the initial responsibility with the individual student. The student will be responsible for hand delivering the letters, self advocating and initiating the accommodations for which he/she is eligible and wishes to use. DAS will have copies of all student memos on file. Each student will also be responsible for asking their instructors to initial their DAS class schedule next to the appropriate course confirming the memo delivery. The students will return the completed initialed class schedule to DAS after all memos have been delivered.

Disability Access Services remains your back up and support in making accommodations for students with disabilities. Please don't hesitate to contact me with any questions regarding any student with a disability in one of your courses. Again, thank you.