

Accessibility Resources Information

Mission

The Mission of Accessibility Resources at UNM-LA is to provide assistance and support to students with verified disabilities in order to provide equal access to educational programs and opportunities. Accessibility Resources is also committed to providing information and support to faculty and staff about best practices in supporting students with disabilities and helping maintain compliance with ADA Law.

UNM's Policy on Accommodations

UNM is committed to providing equal access to educational opportunities for qualified students with disabilities. The University shall provide reasonable academic adjustments to qualified students with disabilities as necessary to ensure equality of access to the courses, programs, services, and facilities of the University. However, students with disabilities are still required to adhere to all University policies concerning conduct and performance.

Limits to Accommodations

The University shall make academic adjustments for the known physical or mental limitations of a qualified student with a disability, unless the University can show that providing an adjustment would result in:

- A fundamental alteration of the service, course, program or activity;
- An undue financial, administrative, or academic burden, and/or;
- A direct threat to the health and safety of the student or others.

If you have concerns about an accommodations affecting your course in any of these ways, please contact the Academic Student Success Manager to discuss the situation.

Student Procedures for Obtaining Accommodations

- Student must provide documentation of diagnosis and, where available, recommendations for accommodations.
- Students will meet with the Student Success Manager and complete the Summary of Eligibility that lists the accommodations the student requires. From this, the accommodations letter is built.
- After the student has registered, they will provide a copy of their schedule to the Academic Student Success Manager (ASSM) each semester.
- The ASSM then sends letters out to the faculty and the student via *UNM email*.

What to expect

- Once students supply their semester schedule, you will receive the accommodations letters to your **UNM email**. This is the **ONLY** place these letters can be sent. Please do not forward them to a non-UNM account. ADA information is *highly confidential*.
- Send an email confirmation to the Academic Student Success Manager to confirm you read and received the information. Not reading the email does not discharge our responsibility to administer accommodations.
- If you need any support administering accommodations, such as test proctoring, please contact the student and me as soon as possible to arrange everything.

Tips on promoting an inclusive classroom

- All classrooms are equipped with at least one free standing desk and chair. Our intention is to welcome students who may find difficulty with fixed desks and chairs, due to disability or size. Please leave these free for students so they don't have to ask for them.
- Not all students disclose their disabilities, and not all will want to disclose to you, even when you meet with them. If you are able to meet with your student the best strategy is to keep the focus on how the accommodations listed on the letter will best be implemented in your specific course. For example, if a student has extended time on assignments, you will want to set any limits to this. "Because of the nature of our course and because I post solutions 4 days after homework is due, you must turn any approved late work in prior to solutions being posted."
- Students are encouraged to meet with their faculty to discuss their accommodations each semester. If your student does not contact you and you would like to be sure you are on the same page regarding how testing would go. You may send them an email, or ask them to stay after class. After class once all other students have left, you can then set a private appointment time.
- When you air videos in class, at a campus event, or post them online, please turn on the captioning. If you notice captioning is poor for a video and you have a student who has an accommodation, please contact me so we can have proper captioning completed. This can take several weeks to set up, so please contact me as soon as possible.
- Try to avoid "diagnosing" what you think a student's disability is, based on the letter. This can lead to confusion and frustration for both of you.
- More Training Available: <http://as2.unm.edu/intheirshoes.html>

Service Animals on Campus

- We can only ask if the animal is a service animal, we cannot ask what service the animal provides.
- Not all service animals wear a vest that identifies them.
- Service animals that are new to their person, may still be completing their training.
- Please avoid drawing attention to a service animal in your classroom. Ignoring them is essential for them to do their work.
- Do not pet a service animal unless expressly permitted by their handler.
- UNM Policy 2295. <https://policy.unm.edu/university-policies/2000/2295.html>

Support Services Available for Faculty in Implementation of Accommodations

(including but not limited to)

- Test Proctoring
- Lab Assistant
- Scribe or Reader for an exam
- Facilitator for student discussions
- Collaboration for supporting individual students
- Clarification on what accommodations are and how we can abide by ADA law.

Please contact Elizabeth Rademacher, Academic Student Success Manager if you have any questions about a student's accommodations. eradema@unm.edu or 505-661-4692.