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		Approval Date:	09/23/2020
		Effective Date:	09/24/2020
		Review Date:	2023

## POLICY TITLE: ADA POLICY

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The University of Houston System complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students with a disability. In accordance with Section 504 and ADA guidelines, each University within the System strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them.

The [UH Center for Students with DisABILITIES](#) (UH CSD) and UH Sugar Land Campus Support Services work together to ensure that appropriate testing accommodations are provided for students who have registered with CSD and who are eligible for such accommodations. The UH Center is located at:

Justin Dart, Jr. Center for Students with DisABILITIES  
CSD Building 568, Room 100  
University of Houston  
Houston, TX 77204-3022

Phone: 713-743-5400  
Fax: 713-743-5396  
Email: [uhcsd@central.uh.edu](mailto:uhcsd@central.uh.edu)  
Web: [www.uh.edu/csd](http://www.uh.edu/csd)

### Seeking Academic Accommodations:

It is the student's responsibility to initiate the accommodation process. The first step is to register with the Center for Students with DisABILITIES (CSD). The main office is located at the UH Main Campus. Registering with CSD and obtaining academic accommodations involves:

1. Student submits required documentation of their disability to CSD. This can be submitted in person, via fax, or mail.
2. Student schedules an intake appointment with [CSD Director](#). This meeting may be in person or via phone and e-mail.
3. Documentation is completed during the intake appointment, to include a Student Accommodation Form (SAF). This form indicates the academic accommodations that have been recommended for the student.
4. Student's SAF is presented for approval to the Academic Accommodations Evaluation Committee (AAEC). This committee generally meets weekly.
5. Student signs the AAEC approval form attached to their SAF.
6. It is the student's responsibility to provide copies of their accommodation forms to their instructor(s) if they wish to seek accommodations in their class(es). Adequate notice must be given for accommodation request.

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## Process for Exam Accommodations at UHSL:

1. Please consult the [Workflow for Arranging Accommodation Exams](#) between UH CSD and UHSL.
2. Students should complete Section 1 of the [Request for Individualized Testing Accommodations \(RITA\)](#) @ UH Sugar Land Campus Form.
3. Student should ask their instructor(s) to complete Section 2 of the RITA form.
4. The instructor and the student keep copies of the RITA form, and the student submits a copy to Campus Support Services (CSS) in the George Building, Room #119.
5. Exams will be administered by a proctor and **require a 5-day notice**. Only one proctor will be provided for the exam based upon availability, and proctors require a 48-hour cancellation or change notice.

## Additional Resources:

- [Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990](#)
- [UH Testing and Administration Policy and Procedure](#)
- [UH System: Student Academic Adjustments/Auxiliary Aids Policy](#)

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Approved by CON Faculty: 09/23/2020

Approved by Dean Kathryn Tart: 09/24/2020