

## APPENDIX G

### STUDENTS AND EMPLOYEES WITH DISABILITIES

Students with disabilities have the right to receive needed accommodations if their disabilities make it difficult to perform academic tasks in the usual way or in the allotted time frame. However, in order to receive accommodation, students with must register with Disability Services for Students. This office will keep the student's written request, notify a faculty member who has a student with a disability enrolled in his/her class, and indicate what kinds of arrangements must be made. If a student indicates a disability and you have not been notified by the Office of Disability Services, contact that office to make a referral.

There are a number of resources available to students with disabilities and their teachers. The Office of Disability Services can provide sign language interpreters, note takers, readers, and research assistants for students who are unable to use the library. It can also assist faculty in adapting tests for disabled students and it can provide some specialized equipment.

There are Federal laws governing the treatment of students with disabilities and it is essential that faculty abide by these. The office of Disability Services (305-348-3532) can provide you with a copy of the *Faculty Handbook on Accommodation of Students with Disabilities* and assist you in implementing these guidelines.

If you are a faculty member with a disability, the university will provide you with reasonable job accommodations. A University committee administers a special fund, which can be used to meet the costs associated with reasonable accommodation of employees with disabilities. In order to apply for funds, you will need to fill out a Request for Accommodation of Applicant/Employee form, which your department chairs, or dean will then forward to the Disability Accommodation Committee. Accommodations costing less than \$200.00 per employee per request do not require Committee approval; they are handled directly by the Vice President for Equal Opportunity Programs.