The Center for Accommodations and Support Services (CASS)

The Center for Accommodations and Support Services (CASS) aspires to provide students with disabilities, accommodations and support services to help them pursue their academic, graduation, and career goals. As an advisor, if you see that a student has had difficulty in a specific subject and you know that they are registered with CASS, you may refer them to CASS for a course substitution.

Course Substitution: A student may be eligible for a course substitution if he/she has a physical or mental disability that affects his/her ability to participate in or complete a course successfully, such as for a language requirement. The student must request a course substitution from CASS. CASS will review the student’s documentation of disability and their academic history. CASS will submit a request to the appropriate academic Dean, who will then determine if the substitution request is reasonable and does not compromise essential elements of the degree, program or activity.

Other accommodations are listed below in the Accommodations Glossary, which can be found on the CASS website [http://sa.utep.edu/cass/](http://sa.utep.edu/cass/).
Accommodations Glossary

Absence consideration: A student may be eligible for absence consideration if he/she has a disability that is distinguished by severe flare-ups or exacerbations or by side effects to medication which may affect regular class attendance. The student must request accommodation from CASS and discuss this accommodation with the professor before absence(s) occur. The professor must determine how much class attendance is required for a student to receive credit for the course, as indicated in the course syllabus. The student is responsible for making arrangements with the professor for completion of all course requirements.

American Sign Language Interpreter: ASL interpreters are CASS staff members who facilitate communication in the classroom for hearing impaired/deaf students.

Assistance Animal
An animal that is necessary to afford a person with a disability, as a reasonable accommodation, an equal opportunity to use and enjoy a dwelling, provided there is an identifiable relationship or nexus between the person’s disability and the assistance the animal provides, and provided the animal does not pose a direct threat to the health and safety of others. An assistance animal can be any species, trained or untrained, but has a bond documented by an appropriate treatment provider. For additional information, please see Service Assistance Animal Policy.

Assistive Listening Device (ALD): An ALD is provided to students with a moderate to severe hearing loss to amplify and access spoken information in lectures, etc. A financial hold is placed on a student’s records until the ALD is returned to CASS at the end of the semester. If not, the student will need to pay the cost of repair or replacement.

Beverages in class: Permission can be given to have beverages in class if this is not usually permitted. This is particularly important for students that take medications at set times.

Books-on-CD: Students with many types of disabilities are eligible for this service. Students must request audio books one month before the start of the semester.

Braille Embosser: Transcribes text information into Braille.

Calculator: This accommodation is provided for students with a math disability. Students are allowed to use a non-scientific basic calculator on all math exams. Students provide their own calculator. (Also see Talking Calculator).

Close Proximity to Classes: Students with mobility issues who require short distances between classes are eligible for this accommodation.

Closed Circuit TV (CCTV): For students with visual impairments. Magnifies written or printed materials

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Extended Time for Coursework: A student may be eligible for extended time for coursework if they have severe limitations related to visual acuity, reading comprehension, physical dexterity, or if the student has a disability or treatment requirements that entail complications. This can help reduce stress, particularly if the
student has several assignments all due at the same time. A student will typically receive 3 additional days to complete assignments.

**Extended Time on Exam/Quiz:** Students can receive time-and-a-half (1/2 x) or double-time (2x) based on standard exam time with double-time being the maximum time allowed.

**Extended time on out-of-class assignments:** Students with a wide range of disabilities or other conditions that CASS determines to be reasonable and appropriate are eligible for this accommodation. Eligible course work is material that is assigned and due in a short period of time and excludes material to which the student has had advance notice through the course syllabus.

**Frequent Breaks:** Students with high anxiety levels or situations that require the use of snacks, restroom facilities, or changes in seating due to back problems are eligible for this accommodation. Students are encouraged to discuss the expected duration of the breaks with the professor.

**Kurzweil Reader:** Kurzweil 1000 is a scanner-reader for typescript documents (e.g., handouts, books, newspapers) that is designed for the blind and visually impaired. Kurzweil 3000 is a scanner-reader for typescript documents that is designed for people who have a learning disability.

**Laptop Computer, iPads, or other similar devices:** Student may use a laptop computer, iPad, or other similar device to record class lectures, take notes and research in class assignments. The student is responsible for supplying the device.

**Magnifier:** Students with visual impairments are eligible for this accommodation. It enlarges text. Students will need to provide their own device.

**MP3 Audio or Text File:** Textbooks, handouts, or exams can be converted to an audio or text file by CASS when the text is not available through Learning Ally or through the publisher. The student must request this accommodation at least one month prior to the start of the semester. The student will be asked to sign an agreement indicating that he/she has purchased a copy of the textbook, the audio or text file will be used for homework purpose only and will not be duplicated or distributed in any way. A financial hold will be placed on the student’s record if the CD, is not returned to CASS by the last day of final exams.

**Note Taker:** A note taker for class lecture is a classmate who volunteers to provide a copy of lecture notes and is compensated at $100.00 per class, per semester, or prorated for each class missed. It is the student’s responsibility to attend class regularly. The note taker and faculty are not obligated to provide notes to a lecture in which the student did not attend class. Absences exceeding three may result in note taking services being suspended until student meets with CASS. Student needs to request a note taker from professor so that he/she can make an announcement in class anonymously. Student needs to speak with CASS and the note taker immediately when notes are not provided at end of period, or are unclear or difficult to read.

**Oral Exams (Administered by Professor):** When written exams are not possible. If the professor administers the exam, he/she will be responsible for providing all accommodations necessary for the exam.

**Person with a Disability**
An individual with a disability is a person with a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

**Preferential Seating:** Students with a variety of disabilities are eligible for this accommodation. The student may have a preference to sit in the front, the back, or near the door of the classroom. This helps to reduce audio and visual distractions.
**Priority Registration:** Students whose schedules require for the advanced planning for the scheduling of interpreters or readers, ensuring classroom accessibility, classroom proximity, etc. are eligible. Students need to have been advised, cleared of financial or academic holds, and have list of classes ready with call numbers and bring to appointment with CASS staff. The student must be present during the registration process.

**Proctored Exams (at CASS):** The student must notify CASS *3 working days in advance* prior to scheduled exam to ensure proctoring space is available. Any exam scheduled with less than 3 working days’ notice WILL NOT be proctored at CASS, no exceptions.

**Proctored Exams in the classroom or office (by Professor):** The professor should administer an exam with needed accommodation(s) within their classroom or department. The professor is responsible for providing all test-related accommodations necessary for the exam.

**Professor Notes:** A copy of professor’s notes and/or PowerPoint presentations, etc. At the professor’s discretion, student can obtain copies of PowerPoint presentations and other visual materials from professor.

**Quiet test location:** This accommodation provides student with a quiet/ less distracting space to take any course exam. The student can choose to take the exam in a distraction free testing room arranged by the CASS Office.

**Reader/Scribe (CASS staff member):** Student must request a Reader/Scribe at least one month before the start of the semester. Student must discuss due dates of all materials with the assigned Reader/Scribe and must sign the time sheet of the Reader/Scribe to verify the hours worked. Reader/ Scribe does not provide explanation or assistance to questions. A disclosure form must be signed by both the student and the Reader/Scribe.

**Reduced Course Load:** This accommodation is used in rare circumstances for students with certain functional limitations that may qualify for the accommodation of a Reduced Course Load (i.e. enrolling in less than the required minimum of credit hours per semester) while still being considered a full-time student for purposes of employment, student accounts and possibly financial aid (depending on the aid being used). It should be noted that the use of this accommodation may result in financial aid being reduced or pro-rated, and that the receipt of future financial aid and/or V.A. educational benefits may also be impacted. Students should contact the requisite offices or advisors to determine if a reduced course load will impact their institutional privileges, rights or benefits.

Students authorized for a reduced course load must be registered for a minimum of six (6) credit hours. Approval of *Reduced Course Load with Full-Time* status (RL/FT) is not a permanent status, but must be requested and re-evaluated each semester to determine the impact of the student’s disability in relation to the demands of his/her course schedule. If the student drops below the approved number of hours for RL/FT, the full-time status will no longer remain in effect.

If a request for this accommodation is taken after the semester begins, students must also follow University procedures to receive approval to drop the course(s). University deadlines cannot be altered. If approved, the student’s letter of this accommodation will be forwarded to the departments which monitor a student’s full-time status. These may include the Office of Student Financial Aid (OSFA), the Military Student Success Center (MSSC), the Office of International Programs (OIP), and the Office of Student Business Services (SBS). Documentation submitted by the student to CASS should clearly explain how the disability prevents the student from participating in the standard number of hours required to maintain full-time status. When the academic impact of the disability is not clear, the student may be required to attempt a full-time course load with appropriate ADA accommodations. Students should consult with their academic advisor as to how to schedule their classes to lessen the impact of their disability. Scheduling classes in this way may be preferable to a reduced course load.
**Screen Enlarger:** Students with visual impairments are eligible for this accommodation. The screen enlarger magnifies icons and text on computer screen, such as Zoom Text. This program also reads text information on computer screen out loud.

**Screen Reader:** Students with visual impairments are eligible for this accommodation. Software such as JAWS or Window Eyes read text information on computer screen out loud.

**Scribe (CASS Staff Member):** Assists student with writing tests and assignments as the student dictates the information to the scribe. Scribe does not provide explanation or assistance to questions. All questions about exam/quiz will need to be referred to professor

**Service Animal**
An animal, usually a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Under certain circumstances, miniature horses may also be trained as a service animal and permitted within University buildings. Otherwise, species of animals other than canines, whether trained or untrained, are not considered service animals. In addition, the providing of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of qualifying as a service animal. For additional information, please see Service Assistance Animal Policy.

**Service Animal in Training**
A dog undergoing training by an approved trainer who is an agent of an organization generally recognized by agencies involved in the rehabilitation of persons who are disabled, and an organization reputable and competent to provide training for assistance animals and their handlers. Training a service animal is a necessary first step prior to being assigned to a student, employee, or other individual affiliated with the University.

**Service Animal Registry**
With regard to the use of service animals for campus buildings and structures not characterized as student housing, participation in a service animal registry is recommended, but not required, for faculty, staff, and non-residential students who own service animals. An example of the public purpose and benefit of a registry includes ensuring that emergency responders have heightened awareness of the presence of a service animal during an emergency or evacuation event. After verification of the legitimacy of the service animal in accordance with Section V (A) (2) (iii) above, participants in the voluntary registry will be issued a UTEP service animal tag and ID card from CASS. The tag may then be affixed to the collar of the service animal for purposes of identifying the service animal and its owner.

**Spell Check:** CASS will only approve use of a spell-check device as a reasonable accommodation for an exam if:
- Students’ disability documentation indicates specific cognitive difficulties that would cause them problems with spelling.
- The ability to spell words accurately is not considered an important part of what an exam is designed to test — as determined by the professor and/or the academic department.

**Tactile Images of graphs, etc. (Swell Form):** Students with visual impairments are eligible for this accommodation. This provides a tactile image of graphs and drawings by raising back lines.

**Talking Calculator (Basic and Scientific):** Provides auditory feedback of basic math calculations entered into calculator.

**Tape recorder:** The student may use a tape recorder or audio recording device to record class lectures. The student is responsible for supplying their own tape recorder.
**Tardiness Consideration:** A student may be eligible for this accommodation if he/she has a substantial limitation in walking and/or breathing that could affect *traveling between classes.* Tardy considerations do not apply to the first class of the day on the student’s schedule. Student will need to request accommodation from CASS and discuss this accommodation with the professor before a tardy occurs.

**Voice Recognition Software:** Students with various disabilities are eligible for this accommodation. Changes spoken information into text such as Dragon Naturally Speaking.