

TO: ALL UCSB FACULTY, TEACHING ASSISTANTS, AND ACADEMICS
FROM: THE DISABLED STUDENTS PROGRAM
RE: STUDENTS WITH PERMANENT AND TEMPORARY DISABILITIES

The University is strongly committed to maintaining an environment that guarantees students with disabilities access to its educational programs, activities, and facilities. As members of the University community, we are all mutually responsible for meeting the needs of our students.

The Disabled Students Program (DSP) is the central location charged with coordinating services for students with temporary and permanent disabilities. The DSP office also serves as campus liaison regarding issues and regulations related to students with disabilities.

Often special considerations, accommodations, and arrangements need to be made to ensure that students with disabilities have an equal opportunity to meet all of their educational requirements via reasonable accommodations. For more thorough information, please refer to the [Americans with Disabilities Act Campus Handbook](#) in your department or on the web at:

<http://dsp.sa.ucsb.edu/current-students/ada-resources>

Most accommodations can be requested and arranged for students through the DSP Online Services Portal at <https://dsp.sa.ucsb.edu/services>. Log in using your UCSB NetID and password. This system allows students to request note-taking and exam accommodations.

If you would like formal training in using the system, please call ext. 2668. You may want to work with your department head to schedule departmental training.

Here are some specific situations that warrant your attention:

- **We want to emphasize that the student's responsibility is to communicate their accommodation needs to you in ALL cases.** Students make requests for course accommodations through the DSP Online Services Portal. You will receive a notification email from DSP when a student submits a letter outlining their approved services. **If you have not received an official email requesting exam accommodations or note-taking from the DSP Office for a particular student,** you should not accommodate their request. Please first refer them to DSP. We urge you to call us if you have any questions or need assistance.
- **Arrangements for students with disabilities in taking tests, writing papers, or completing lab work:** You will receive an email notification when a student submits a request for a note-taker, exam accommodations, other accommodations. You can arrange exam accommodations by following these [instructions](#).
- **Sometimes students may need** a sign language interpreter, have a classroom assistant, or have someone take notes for them in class. DSP will arrange for these services. Please allow these students to use these auxiliary aids in your classroom.
- **Some students with** disabilities have difficulties associated with written materials. It would be helpful to have a reading list or syllabus available before classes begin so students with disabilities can arrange for books in audio or other alternate formats.
- **To encourage disabled students** to identify themselves to their instructors, please use a statement similar to the following on your syllabi "If you are a student with a disability and would like to discuss special academic accommodations, please get in touch with me during my office hours."
- **DSP provides students with access to the following services:** readers, note-takers, exam proctors, registration assistance, adaptive equipment, sign language interpreters, advising, adaptive computing, supplemental orientations, community referrals, and facilitation of access.



Visit the DSP website at: <http://dsp.sa.ucsb.edu/>
 LOG-IN using your UCSB NetID and password

STUDENTS WITH DISABILITIES AT UCSB

Each quarter, students with disabilities attend classes at the University of California, Santa Barbara. The University's academic reputation attracts them, with moderate weather conditions and excellent accessibility. The lay of the land is flat and free from environmental barriers, and most physical structures are accessible. In addition, the UCSB campus provides excellent barrier-free, modified, residential facilities to those students seeking to live on campus.

Students with disabilities attending UCSB can be assured of receiving the same core support services offered throughout the University of California's system-wide chain of campuses. Interested persons can receive further information regarding services for students with disabilities by visiting our website at <http://dsp.sa.ucsb.edu/> or contacting:

**UNIVERSITY OF CALIFORNIA
 DISABLED STUDENTS PROGRAM**

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