

## **Important Terms for Student Disability Services at the University of Memphis**

**Accommodations** – a way of “leveling the playing field” so that students with disabilities have equal access to programs and courses; e.g., extended time on tests and quizzes, a low stimulus environment for testing, assistive technology, and alternate note taking methods

**Americans with Disabilities Act (ADA)** – legislation passed that requires public venues, government property, services, and programs to be accessible for people with disabilities

**ADHD** – Attention Deficit/Hyperactivity Disorder

**ASD** – Autism Spectrum Disorder; includes Asperger’s Syndrome

**Alt Text (Alt Format Text)** – alternative format texts; books and materials in a format other than traditional paper and ink; could be audio format, Brailled

**Assistive Technology (AT)** – technology used to foster independence for people with disabilities; can include special adaptive software, and any kind of adaptive device

**Audio book** –books in an audible format; read by a person or a computer program

**BVI** – Blind/Low Vision, Visually Impaired

**Brailled** – a raised-dot, tactile language that is “read” via touch

**D/HoH** – Deaf/Hard of Hearing, Hearing Impaired

**Documentation** – information from a medical or licensed professional which details a student’s diagnosis, treatment and functional limitations that may impact that person in a learning environment; usually includes recommendations for accommodations

**IEP** – Individualized Educational Plan, typically utilized in a K-12 setting; useful, but is not typically considered as sufficient documentation in a post-secondary setting

**Intake Meeting** – meeting with a Coordinator which completes a student’s registration with SDS; typically, this meeting is used to determine which accommodations are reasonable or appropriate for college

**LD** – Learning Disability

**Learning Specialist (Educational Specialist)** – staff member with SDS who works with students on study skills, paper drafting and proofing, and supplemental instruction as needed

**Major Life Activities** – As stated in the ADA-AA, include, but are not limited to: “caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working; the operation of a major bodily function” including, but not limited to: “functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions”

**Math Lab** – structured math tutoring at SDS, meets two or three days a week for an hour each session

**Med Form (MD Form)** – form used by SDS and completed by the student’s medical professional; includes: diagnoses, treatment, medication, possible side effects, functional limitations, and impact on person’s major life activities

**Note takers** – classmates recruited by SDS staff to provide copies of lecture notes; typically taken on non-carbon-reproduction paper and presented to the approved student at the end of each class; notes may also be taken using a “smart pen”, which creates an electronic version of the notes for use with assistive technology software

**Psychological-educational evaluation** – an assessment administered by a licensed psychologist; can be used to determine a diagnosis; typically includes an IQ test and an achievement test battery; should include a history of the person’s development, how they approach learning, memory and working speeds; typically includes recommendations for accommodations by the evaluator

**Rehabilitation Act of 1973 (Rehab Act)** – precursor to the ADA

**Section 504** – section of the Rehabilitation Act of 1973 which outlines the responsibilities of educational institutions, as well as the education of people with disabilities

**Semester Plan Meeting** – appointment that occurs each semester between student and SDS Coordinator; outlines appropriate accommodations for the student’s classes, as well as a plan of action to stay on track for that semester

**Speech-to-text** – a computer program which translates spoken words (via microphone) and translates the speech into text through speech recognition software; SDS uses the program Dragon Naturally Speaking©

**Summary of Performance (SOP)** – a document issued by a student’s high school (or equivalent) that details the “academic achievement and functional performance” of the student based on the student’s unique needs and goals; intended to help the student transition accommodations from high school to college

**Test Accommodation Form** – used to notify SDS of a student’s intent to take a test in the SDS Office; outlines the professor’s expectations as to how tests will be administered

**Test Proctoring** – monitoring of a test by a person or camera to ensure appropriate test security

**Text-to-speech** – a computer program translates an electronic document and “reads” it (via computer speakers); SDS uses Kurzweil©, TextAloud and JAWS

**Weekly Meeting** – standing appointments at SDS, 15 to 30 minutes in length, in which the Coordinator (or GA) and student meet to discuss academics, college in general, diagnoses, effectiveness of accommodations, general life or executive functioning