
How do I get started?

It is our job to provide you, the student, with proper and reasonable accommodations for your disability should you request them. You must self-identify, meaning you have to come to us and let us know you are seeking reasonable accommodations. To begin the process of self-identifying with the Office of Disabilities, you will first fill out an Introductory Questionnaire so that we may learn about you and your disability. You must also provide documentation from a licensed professional that you do have a disability. The documentation may not be more than three years old, and personal IEPs are not considered documentation. You will then meet with a disability service adviser to become acquainted with Disability Services and to discuss any reasonable accommodations that you might need. Should you request reasonable accommodations, you will then fill out an accommodation request form so that we may begin to print letters for you to take to your professors to notify them of your request for reasonable accommodations. If at any time your disability changes while at The University of Tennessee at Martin, let us know immediately so that we may accommodate them.



We are excited that you are thinking of attending the University of Tennessee at Martin and we look forward to seeing you!

THE UNIVERSITY of TENNESSEE **UT**
MARTIN

Student Success Center
203 Clement Hall
Martin, TN 38238

A Guide for New Students



Office of Disabilities



Student Success Center
203 Clement Hall
Martin, TN 38238
731-881-7723

THE UNIVERSITY of
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What is Disabilities Services and how can it help me?

Disability Services is here to provide students with disabilities reasonable accommodations to help assist them while attending the University of Tennessee at Martin. Our goal is to provide equal educational opportunities, programs, and activities for any student with a documented disability as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. We provide services specific to your needs to help you achieve your academic goals. The University of Tennessee at Martin is an equal opportunity institution and does not discriminate on the basis of race, gender, religion, nationality, sex, age, veteran status, or disability.

Transitioning from High School to College with a Disability

You are now an adult enrolled in college, and that means that you must begin to take more responsibility for yourself and your education. No one will be here to hold your hand, but we are here to help you. The transition from high school to college can be challenging, but you can do it! Before you ever begin classes, make sure you meet with us at the Office of Disabilities so that we can become acquainted with you and get started on your reasonable accommodations as early as possible.



How are disability services different in college?

- Education is not a right, everyone must meet certain criteria to be admitted and to stay in school.
- You are responsible for requesting reasonable accommodations. You are now legally an adult, and no one else can do it but you!
- You must provide documentation of your disability on a licensed professional's letterhead that is no more than 3 years old.

- We will not review your academic progress or give you an IEP. You are responsible for your progress. You can, however, request tutors if you need one.
 - You must request reasonable accommodation letters from the Office of Disabilities each semester to receive accommodations.
 - Because you are now over 18, the University is not allowed to tell anyone, even your parents, about anything unless you authorize us to do so.
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Remember:

- Even though you may give your professors letters explaining your need for reasonable accommodations, it is always a good idea to talk with them at the beginning of the semester.
- You must manage your time wisely and develop good study habits. Many professors will not remind you of due dates for assignments or even for quizzes or exams.
- All professors have different teaching styles. If you don't understand something, don't hesitate to ask. Professors are usually more than willing to meet with you outside of class for extra help if you need it.

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The University of Tennessee is an EEO/AA/Title VI/Title IX/ Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Inquiries should be directed to the Office of Equity and Diversity (OED), 303 Administration Building, Martin, TN 38238, (731) 881-3505 Office, (731) 881-4889 TTY, Hearing Impaired, (731) 881-3507 Fax, equityanddiversity@utm.edu, <http://www.utm.edu/departments/equalopp/>. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), UTM's annual security report includes statistics for the previous three years concerning reported crimes that occurred on or around the campus and UTM's emergency response and evacuation procedures. You can view the report at <http://www.utm.edu/departments/finadmin/publicsafety/annualreport.php> or you may obtain a paper copy of the report by contacting the Office of Public Safety, 215 Hurt Street, Martin, TN 38238 or calling (731) 881-7777. Data on intercollegiate athletics program participation rates and financial support may be found at http://www.utm.edu/webshare/consumer_docs/09-10%20OEOE-EADA%20Report.pdf and printed copies may be obtained through the Office of Intercollegiate Athletics, 1022 Elam Center, Martin, TN 38238 or by calling (731) 881-7660. E05-0428-00-004-13