Other USF Locations

Students who are taking courses at a USF location other than Tampa should contact the appropriate office below to request accommodations.

**USF St. Petersburg**
140 Seventh Avenue S., TER200
St. Petersburg, FL 33701
(727) 873-4837
stpete.usf.edu/disability/

**USF Sarasota-Manatee**
8350 N. Tamiami Trail, SMC C107
Sarasota, FL 34243
(941) 359-4714

ADA Concerns

For ADA discrimination complaints, please contact the Office of Diversity and Equal Opportunity at 4202 E. Fowler Ave ADM 172, Tampa, FL 33620; (813) 974-4373; usf.edu/eoa.
Available Services

Students registering with SDS must provide documentation of their disability for verification and support of appropriate services and accommodations. All accommodations are approved on a case-by-case basis. Some of the assistance frequently offered to students includes:

- Permission to audio record lectures
- Services of volunteer note takers
- Services of ASL interpreters
- Books in alternative format
- Accommodated exams including: Extra time, Reduced-stimulus environment, Use of computers, Services of scribes or readers

In addition to these services, SDS staff are available to work with faculty, staff, and departments who need assistance in adapting coursework, lectures, or university procedures for students with disabilities.

ELIGIBILITY

In order to receive accommodations and services, a student must apply with Students with Disability Services (SDS). Current USF students or future students who have been admitted are welcome to apply.

The Application Process

APPLICATION

The Application for Accommodations and Services form is available at www.sds.usf.edu (under the “Forms” link). A completed application will not be processed until documentation is received.

DOCUMENTATION

Students seeking support services from Students with Disabilities Services (SDS) on the basis of a previously diagnosed disability must submit documentation that verifies their eligibility under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the ADA Amendments Act.

Complete documentation guidelines are available at www.sds.usf.edu in the “Forms” section. All documentation submitted is considered confidential. SDS does not return documentation. Please keep a copy for yourself.

SUBMISSION

The application form and documentation can be submitted by one of the following methods:

- Drop off at SVC1133 (Tampa Campus)
- Fax to (813) 974-7337
- Email to an SDS staff member. See our website for contact information.
- Mail to:
  
  Students with Disabilities Services
  4202 E. Fowler Avenue, SVC 1133
  Tampa, FL 33620-6923

Questions?

Visit usf.edu/sds or call (813) 974-4309

THE REVIEW PROCESS

The review process typically takes up to ten (10) business days. In particularly busy times, this process may take longer. Students will be notified by email once the application and documentation have been reviewed.

After Application Approval

When the student is notified that the documentation supports his/her disability claim and the current need for accommodations, the student must meet with an SDS coordinator to provide more information, sign release forms, and arrange accommodations.

Once registered to receive services from SDS, each semester the student is responsible for:

- Delivering an SDS Memo of Accommodations to instructors
- Following procedures for specific accommodations and services
- Scheduling exams and quizzes
- Requesting course materials in alternative format, ASL Interpreters, CART, and note taker services
- Monitoring his/her own academic progress
- Maintaining contact with his/her coordinator