



## **Students with Disabilities - Registration and Request for Disability Accommodations**

Students requesting accommodations or support for a disability must first register with Disability Services (DS) located in the third floor of the Connell Student Center. Before they can register, students with a disability must provide written documentation of their disability. Documentation requirements vary by disability type. Students must only register with DS once, but they must renew their accommodation request each semester in order to be eligible for accommodations in a given semester.

Temporary accommodations may be provided with incomplete documentation or based upon an IEP or 504 Plan for one semester only to allow time for more comprehensive medical documentation to be obtained. **The Disability Verification Form or equivalent comprehensive documentation must at minimum include a diagnosis, how the condition or impairment impacts the student's functioning or learning and recommendations for specific accommodations to reduce the impact.** Documentation must be on letterhead and signed and dated by an appropriate medical professional and will be retained by the DS Coordinator. Documentation should be current, and updated documentation may be requested. Faxed or photocopied documentation is acceptable. Additional documentation may be requested or required for certain types of disabilities or accommodations. **Documentation may need to be updated or higher standards met for certain purposes such as graduate or professional degree programs, requesting additional accommodations or for standardized tests such as the GRE, GMAT, MCAT, LSAT or professional licensure or certification exams.**

Accommodations will be determined after a review of the medical or psychological documentation and an interview by the DS Coordinator. The approved accommodations may differ from those received while in high school or at another postsecondary institution. The professional's recommendations and those provided while in high school will be considered, but they may or may not be approved as accommodations appropriate for the current academic setting or degree program.

Once registered with DS, all students requesting accommodations will be required to request the accommodations each semester. **Undergraduate students must request, complete and return a Faculty Accommodation Form each semester in order to receive accommodations. Graduate and Professional Students should talk to their Dean about how to communicate their accommodation needs to their professors.** Housing Accommodations must be requested annually by submission of the Housing Accommodation Form by the deadline and are reviewed by a committee. Retroactive accommodations are not generally given. For undergraduates, the Faculty Accommodation Form is the only recognized method of communicating to professors and advisors one's status as a student with a disability, and it is valid for one semester only. Therefore, it is highly recommended that the form be requested, completed and returned each semester by all registered students with disabilities, regardless of whether or not the student intends to utilize the accommodations in a given class or in any classes.

The need for accommodations must be communicated in a timely manner to both faculty and DS. Submit all requests for alternative texts, interpreters or transcription as soon as you know your schedule since some accommodations may take weeks or months to arrange. Last minute requests for any type of accommodation may be denied.

- It is the student's responsibility to clearly communicate with each of their individual professors, as needed, to determine if accommodations will be handled by the professor or facilitated by DS. **If testing accommodations are needed, students must notify the professor at least 7 days in advance of any non-final exams or quizzes for which accommodations are required. At least two weeks notice is required for all final exams due to the volume of exams. If the test will be taken at DS, notify DS via submission of a DSS Testing Reservation Form by these same deadlines.** The only exceptions to these deadlines will be when the test date is not announced by the professor until after these deadlines or the student was unable to register with DS prior to these deadlines. These exceptions will be made on a case-by-case basis and students should notify DS as soon as possible. It is highly recommended that all testing accommodations plans be confirmed within 3-5 days before each exam. It is the student's responsibility to notify DS of any change of test dates at least 3 days prior to the test date.

### *Student Responsibilities*

- \_\_\_\_\_ Register with Disability Services if accommodations are required.
- \_\_\_\_\_ Provide appropriate documentation verifying your disability and needed accommodations.
- \_\_\_\_\_ Request accommodations from professors and DS in a timely manner and by all deadlines.
- \_\_\_\_\_ Return your Accommodation Form with Advisor and Faculty signatures in a timely manner.
- \_\_\_\_\_ Notify DS at least 24 hours in advance of cancellations or changes in needs.
- \_\_\_\_\_ Notify DS immediately of any difficulties in securing needed accommodations.
- \_\_\_\_\_ Meet with your professors and the DSS Coordinator as needed regarding any academic difficulties or campus access difficulties related to your disability.
- \_\_\_\_\_ Comply with class attendance policies, take all scheduled tests, and submit papers or projects by due dates. Contact both your professor and DS immediately if you need to miss a class due to your disability. DS must approve the absence as an accommodation prior to the date of the absence unless you provide documentation that you were seen by a doctor on that same day.
- \_\_\_\_\_ Contact government (Vocational Rehabilitation, VA) and private agencies to obtain additional resources and technology for meeting your accommodation needs.
- \_\_\_\_\_ Check the DS website regularly for procedural and policy updates.
- \_\_\_\_\_ Utilize campus resources such as CAPS, ARC and SHS as needed.

By signing this form and initialing each of the above statements, I agree to fulfill these requirements in order to receive services and accommodations. I also grant the Disability Services Coordinator permission to discuss my accommodation needs with faculty, administration, Vocational Rehabilitation, and other service providers as needed in order to provide me accommodations for classes, programs, services or housing. I understand that a medical release of information may be requested when receiving or providing confidential medical or psychological information.

Print Name \_\_\_\_\_ ID# \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_