PLEASE ALLOW 7-10 SCHOOL DAYS FOR PROCESSING YOUR DOCUMENTATION AND NOTIFYING YOUR INSTRUCTORS.

To be eligible for disability-related services, students must have a documented disability as defined by the Federal Rehabilitation Act of 1973, Section 504, and/or the Americans with Disabilities Act of 1990 (ADA). A person with a disability is an individual with a physical or mental impairment that substantially limits one or more major life activities.

Accommodations are available to students whose disabilities include, but are not limited to, attention deficit hyperactivity disorder, deaf or hard-of-hearing, physical disability health-related impairment, psychological and/or psychiatric disability, specific learning disability (such as dyslexia), speech impairment, visual impairment, or other disabilities which require academic accommodations.

School plans such as an Individualized Education Program (IEP) or 504 Plans are not sufficient documentation to establish the rationale for accommodations in a college setting. Original documents are not necessary—a copy or fax of the material is sufficient. If documentation is incomplete, or otherwise inadequate to determine the disability and/or reasonable accommodations, the Office for Students with Disabilities will require additional documentation. Documentation costs are to be paid by the student.

Steps to Receiving Accommodations:

1. Contact appropriate professional to get documentation of disability (please see appropriate DOCUMENTATION QUALIFICATIONS FORM).
2. Complete ON CAMPUS RELEASE OF INFORMATION Form
3. Complete VOLUNTARY DECLARATION OF DISABILITY Form
4. Complete SEMESTER ACCOMMODATION REQUEST Form

If correct documentation has been submitted and student qualifies for accommodation, The Office will notify each instructor. The instructor will receive an Academic Accommodation letter explaining the accommodations necessary for that student.

For each semester, it is the student’s responsibility to notify the Office of Disability Services of his or her updated class schedule. A semester accommodations form needs to be submitted each semester.

All documentation is confidential. At any time, the student may request in writing to discontinue any information-sharing related to his or her disability.

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