



## Accommodations Overview

### Student Responsibilities

**Self-identify to Student Disability Services (SDS).**

Students are encouraged to register with SDS if they have a disability and/or identify as an individual with a disability, whether or not an accommodation is needed.

**Provide documentation regarding their disability.**

The SDS team reviews all supporting documentation in order to interactively engage with the student, and/or consult with a medical professional as needed to determine what accommodations, if any, the student may be eligible to receive.

**First, request accommodations services from SDS.**

Students are expected to ask for accommodations through SDS prior to requesting accommodations from Deans of Students (DOS) or faculty; as they are not expected to select accommodations to allow a student equal access as their peers.

**Present Deans of Students and/or faculty with an ADL when academic accommodations are needed.**

Students who receive an Accommodation Determination Letter (ADL) from SDS outlining their accommodations should present the DOS and/or faculty a copy of the letter at the beginning of each quarter or as soon as possible. The responsibility of providing academic accommodations does not go into effect until the letter is presented.

**Contact SDS staff if you have any questions.**

### Deans of Students/Faculty Role

**Refer students to Student Disability Services (SDS).**

If a student requests an accommodation, but does not have an Accommodation Determination Letter (ADL) from SDS outlining their accommodations, the student should be referred to SDS to obtain one.

**Provide accommodations.**

Deans of Students and/or faculty should have an interactive discussion with students who present ADLs regarding how the accommodations will be implemented in the program and courses. Consult with SDS if you have questions regarding implementation.

**Accommodations should not fundamentally alter the nature of the course.**

If a student makes such request, or if you believe that an accommodation in a student's ADL would fundamentally alter the nature of your program or course, please consult with SDS.

**Ensure instructional materials are accessible and/or usable by all students.**

SDS can work with faculty to ensure equal access to course content. Accessible materials may include, but are not limited to captioning, transcripts, alternative notes, document conversion, etc.

**Maintain confidentiality of a disclosure.**

**Contact SDS staff if you have any questions.**

### Disclosure Notice

It is not required that a student discloses the nature of his/her disability to faculty. Asking about the details or the nature of the disability is not permitted by anyone other than SDS when a student requests an accommodation. Each student may choose when and to whom they will disclose their disability. SDS and faculty may not discuss or disclose the nature of a student's disability without written consent from the student.



## Accommodations Overview

### The Accommodation Process

1. Student requests to be accommodated because of a disability. (i.e. verbal or written request)
2. Students should be referred to Student Disability Services (SDS) in order to determine the type of accommodation needed, if necessary.
3. Student submits documentation to SDS.
4. Student meets with SDS staff to discuss needs.
5. SDS provides an accommodation determination.
6. If approved, student receives an Accommodation Determination Letter (ADL).
7. Student may present the ADL to professors to begin a discussion on the implementation of the accommodation in each class, as needed.

### Example Accommodations

#### Academics

- Document or text conversion into an accessible format
- Note-taking assistance
- Alternative seating or classroom locations
- Permission to record lectures
- Use of assistive technology
- Interpreter

#### Testing

- Breaks during tests/between exams
- Extended time on exams, quizzes and/or classroom assignments
- Reduced distraction testing location
- Test read aloud

#### Housing

- Access to kitchen
- Single room
- Private/semi-private bathroom
- First floor/near elevator
- Exemption from meal plan

### Example Disabilities

#### Psychological

- Anxiety/Panic Disorder
- Autism Spectrum Disorder
- Bipolar Disorder
- Depression
- Obsessive Compulsive Disorder
- PTSD

#### Learning

- ADD/ADHD
- Dyslexia/Dyscalculia
- Visual/Auditory Processing Disorder
- Other Specific Learning Disability

#### Physical

- Asthma
- Celiac Disease
- Cerebral Palsy
- Chronic Fatigue Syndrome
- Diabetes
- Epilepsy
- Hearing Impairment
- Multiple Sclerosis
- Severe Allergies
- Sleep Disorders
- Visual Impairment

#### Temporary Disabilities

- Concussion
- Broken extremity (i.e. arm, hand, leg or foot)
- Hospitalizations due to an unexpected medical conditions
- Recent surgery