

## Accommodations Overview

### Student Responsibilities

- **Self-identify to Student Disability Services (SDS).** Students are encouraged to register with SDS if they have a disability whether or not an accommodation is needed presently.
- **Provide documentation regarding their disability.** The SDS staff reviews all supporting documentation submitted 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.
- **Request accommodations through SDS.** Students are expected to request for accommodations through SDS prior to requesting accommodations from a Dean of Students (DOS) and/or an instructor. Please note, instructors and DOS' do not have access to student disability documentation, and therefore, are not expected to select reasonable accommodations to allow a student equal access as their peers.
- **Present DOS' and/or faculty with a determination letter whenever academic accommodations are needed.** Students who receive an Accommodation Determination Letter (ADL) from SDS outlining their accommodations should present to 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/Instructor 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 prior to granting the student an accommodation.
- **Provide accommodations.** Deans of Students and/or instructors should have an interactive discussion with students who present ADLs regarding how the accommodations will be implemented in the program and courses. For complex and/or unique accommodations, DOS' and Instructors are encouraged to consult with SDS to address any questions regarding accommodations.
- **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, captioning, exam proctoring, alternative course notes, and document conversion.
- **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.

## **The Accommodation Process**

1. Student requests to be accommodated because of a disability. (e.g., 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 makes a determination of eligibility and whether or what reasonable accommodations are necessary.
6. If approved, student receives an Accommodation Determination Letter (ADL).
7. Students may present the ADL to a Dean or Faculty/Instructor to begin a discussion on the implementation of the accommodation in each program and course, 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 & Dining**

- 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 (e.g., arm, hand, leg or foot)
- Hospitalizations due to an unexpected medical condition
- Recent surgery