

Academic Success Center

Options to Help You Succeed

Overview of Disability Services Procedure

- Student requests disability accommodations by contacting the Academic Success Center
- The ASC office provides the verification of disability packet and forms to be completed by a health care professional
- Student provides documentation to the ASC office (securing documentation and associated costs are the responsibility of the student)
- Documentation is reviewed by the ASC director and an accommodation plan is developed
- Accommodation plan and the ASC director's recommendations are reviewed by the ASC resource team
- Upon approval by the team, the ASC director meets with the student to review the accommodation plan and complete the contract between the student and the ASC Office (accommodations are not provided until the contract is signed)
- Accommodations are implemented per the accommodation plan
- Accommodation letters are sent to the student's professors each semester (if appropriate) and to their advisor. Letters are also sent to any appropriate support services, such as Food Services or Residence Life
- Students are required to meet with the ASC director at the start of each academic year to sign an annual contract, and to maintain open communication with the ASC director and their faculty throughout the year

Frequently Asked Questions

Who might need disability accommodations?

Any student needing an ongoing accommodation due to a disability should apply for services. This includes students with any physical impairment, ADD, LD, dietary, mobility, emotional disability, etc.

How do you define "disability?"

A disability is a physical or mental impairment that substantially limits one or more major life activities, which can be documented over time and presents a current functional limitation.

What about graduate students and older students returning to college?

Often older students returning to college do not consider the challenges of returning to the academic world, and may find LD or ADD issues surfacing which were easier to manage prior to college or graduate work. Also, older students who are parents may learn their children have ADD or learning disabilities and realize they have similar challenges that have never been formally assessed.

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What differences can I expect going from high school to college in regard to my disability?

Disability challenges you have had in high school will likely become more challenging when transitioning to college. Emotional disabilities such as anxiety and depression can increase. Some conditions such as bipolar commonly first present themselves in the college-aged group. Because of the increase in academic demands and the increased freedom at college, compensating for learning disabilities and ADD can be more difficult. The responsibility for managing your disability on your own without parental support can also increase the challenges related to college adjustment.

Do the services provided differ between high school and college?

The two major differences in college are:

- The student must request and qualify for services.
- The student will interface directly with the college without parental involvement regarding the disability.

Common services provided are test accommodations, note takers, use of computer for essay exams, audio books and reduced course load.

What if my physical condition is subject to flare ups and is not consistently the same?

Any known conditions should be documented through the ASC if there might be a time when they will have academic impact. For example, students with chronic fatigue syndrome, seizure disorders, fibromyalgia, etc. should have accommodations in place in case their condition manifests during their academic career.

What is the University's responsibility in providing accommodations?

The University's first responsibility is to maintain the integrity of its academic programs. They are also required to provide reasonable accommodations that do not impose undue administrative or financial burden on the institution, are not personal in nature, but are individually designed to level the playing field and provide equal access to University programs (academic and non-academic).

What supports are available for students under stress or having difficulty with the transition to college?

In addition to the services of the Academic Success Center which provides accommodations for students with disabilities, there are free tutoring services, academic advisors, chaplains and counseling services available on campus.

When should I make my request for disability accommodations?

Students are encouraged to make their requests as early as possible, but at least 30 days prior to the start of the semester.

What disabilities are often overlooked?

- Dietary restrictions
- Writing limitations (tremors, carpal tunnel), anything that would require an accommodation, such as needing to use a computer for essay exams
- Hearing impairments that are not severe
- Emotional disabilities, especially those not perceived to be academic in nature
- Physical impairments that are subject to flare ups

How do I request accommodations?

Contact the Academic Success Center by phone, email, letter, or in person and request the verification of disability packet. The verification form will need to be completed by your health care professional and returned with a copy of the diagnostic report to the ASC office.



Academic Success Center (ASC)

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