

# Office of Student Disability Support Services

## Introduction

The Office of Student Disability Support Services (OSDSS), located in Guerrieri University Center, Room 263, provides guidance, access to resources, and coordinates accommodations for students with disabilities. Such disabilities may include: learning disabilities, deaf/hard of hearing, blind/low vision, mobility limitations, attention deficit disorder, psychiatric disorders, and medical disabilities.

Services offered by the OSDSS include those related to exam accommodations, alternative media, sign language interpretation/transcription, assistive technology training, voter registration assistance, and counseling services.

## Requesting Accommodations, Modifications, Aids, & Services

Students seeking eligibility for accommodations, modifications, aids, and/or services need to complete a three-step process. Students need to be aware that depending upon the specific services and/or accommodations they are requesting, four weeks or more may be needed for arranging for these accommodations. It is recommended that students request accommodations a minimum of five weeks prior to the onset of their first semester. However, students may submit documentation and request services, accommodations, and/or modifications to their service and accommodations plans at any time during their enrollment at the University.

**Step 1:** Students should submit documentation of their disability, which meets the following criteria:

- All documentation should contain the date of the student's evaluation. This date of evaluation should be no more than five years prior to the date which it is presented to the OSDSS;
- All documentation submitted should contain a comprehensive written evaluation, prepared by a qualified professional. Generally, assuming that the presented documentation meets all criteria stated in this brochure, testing results and interpretive summaries from psycho-educational evaluations are appropriate for documenting learning and cognitive disabilities, a report prepared by a psychiatrist or

## Mission Statement

*The OSDSS is committed to fostering accessible learning opportunities and environments for students with disabilities.*

*To support its mission, the OSDSS serves as a resource for students and instructors alike and values student self-empowerment, self-direction, and self-determination while believing that access to educational opportunities for students with disabilities should in no way compromise the intended learning outcomes of any educational opportunity or environment inside or outside of the classroom setting.*

*The OSDSS aims to inform, educate, and support students with disabilities in ways which allow them to achieve their educational, career, and life goals, on the basis of their personal skills, abilities, interests, and values.*

*Equity in access, rights of privacy, and the integrity of academic programs, policies, and practices are emphasized by the OSDSS.*

psychologist is appropriate for documenting ADHD and psychological disabilities, and a physician's report is appropriate for documenting medical and physical disabilities;

- Documentation should include a statement of diagnosis of a disability, a description of that disability and a description of the nature and severity of the student's disability;
- Assessment information, on which the professional made their diagnosis of the student's disability should be featured in the documentation;
- For diagnoses of learning disabilities only, an interpretative summary of the student's disability which addresses how patterns in their cognitive ability, achievement, and information processing are impacted by their disability should be included;
- For all diagnoses, a statement of how the student's disability impacts them in an academic setting should be included;
- Recommendations for reasonable accommodations, supported by specific test results and/or clinical observations should be included; and
- The documentation must be typed on appropriate letterhead and include the name, title, address, phone number, and signature of the professional who prepared the documentation.

**Step 2:** Students must complete and submit OSDSS Student Intake Forms. Upon request, students can receive these forms via US Mail, email, fax, or in person and may submit them to the OSDSS via US Mail, email, fax, or in person.

**Step 3:** Students should contact the OSDSS in order to schedule an Intake Conference with OSDSS staff members. At this meeting, students and staff members discuss students' accommodation plans, strategies for a academic success, and how they can connect with various campus resources and services.

## **For More Information**

For more information about the OSDSS, to include the University's informal and formal grievance procedures for decisions made by the OSDSS and discrimination complaints, students should visit the OSDSS website at [www.salisbury.edu/students/dss/](http://www.salisbury.edu/students/dss/).

## **Contact Information**

Mailing Address: Salisbury University Student Disability Support Services, Guerrieri University Center Room 263, 1101 Camden Avenue, Salisbury, MD 21801

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Fax: 410-543-6069

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E-mail: [disabilitysupport@salisbury.edu](mailto:disabilitysupport@salisbury.edu)

Web: [www.salisbury.edu/students/dss/](http://www.salisbury.edu/students/dss/)