

Office of Student Disability Support Services

Introduction

The Office of Student Disability Support Services (OSDSS), located in the Guerrieri University Center, Room 242, provides guidance, access to resources, and coordinates accommodations for students with documented disabilities. Such disabilities include: learning disabilities, deaf/hard of hearing, blind/low vision, mobility limitations, attention deficit disorder (ADD/ADHD), 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.

In addition, the OSDSS assists prospective students with learning about the services made available to them, how new students request accommodations, specific accommodations, documentation requirements, and coordination with other campus offices, as needed.

Requesting Accommodations

Students seeking eligibility for accommodations need to complete a three-step process. Students need to be aware that depending upon the specific 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 updated documentation and request accommodations and modifications to accommodations at any time during their enrollment at the University.

- **Step 1:** Students should submit documentation of their disability. Please see reverse side for documentation criteria.
- **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:** Once the OSDSS has evaluated the submitted documentation and has confirmed that the student's documentation meets the necessary criteria for receiving reasonable accommodations and the student intake forms have been received, the student should contact the OSDSS for a conference with OSDSS staff. At this meeting, the student and staff member discuss the student's accommodation plan, strategies for a successful academic career, and campus resources and services.

Documentation 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 psychologist is appropriate for documenting ADD/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 should be typed on appropriate letterhead and include the name, title, address, phone number, and signature of the professional who prepared the documentation.

Appeals

Written appeals of decisions concerning eligibility for receiving reasonable accommodations may be filed with the Associate Vice President for Student Affairs, located in the Guerrieri University Center, Room 212. The review of appeals will be guided by Salisbury University's Grievance Policy, published in the Student Code of Conduct Handbook.

Contact Information

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