

Accommodations and Services

While the identification and provision of reasonable accommodations is an individualized process, the following outlines accommodations and services that may be available at the University.

- priority scheduling
- extended and/or alternative testing (coordinated by Student Counseling Services)
- carbonized notebooks for note takers
- recorded books through RFB&D (requires student membership and four-track recorder)
- limited tutoring services offered by some academic departments
- interpreter services
- accessible housing assignments for students who are offered on-campus housing
- dining hall assistance

The following services are not provided by the University, but may be accessed through Disability Support Services at the expense of the student:

- diagnosis or evaluation of disabilities
- private tutoring or coaching
- personal attendant care or services
- assistive equipment of a personal nature such as recorders and laptop computers

Voter Registration Assistance

Disability Support Services provides voter registration assistance to students who register for accommodations.

Revised May 2003

Appeals

Written appeals of decisions concerning the provision of reasonable accommodations may be filed with Disability Support Services. The review of appeals shall be guided by the University Grievance Policy published in the Student Handbook.

Policy on Retention of Records

Student records maintained by Disability Support Services are destroyed three years after the student leaves the University.



1101 Camden Avenue
Salisbury, MD 21801



**Salisbury
University**

**Office of the Vice
President
of Student Affairs**

**Guerrieri University Center
Room 212**

**410-543-6080
Fax: 410-543-6069
TTY: 410-543-6083**

www.salisbury.edu

Disability Support Services

Disability Support Services operates from the Office of the Vice President of Student Affairs located in Guerrieri University Center Room 212. Within this program student claims of disabilities are evaluated and reasonable accommodations that are supported by appropriate documentation are coordinated.

Registering for Accommodations

Students requesting accommodations must submit documentation of their disability to Disability Support Services and schedule an appointment to have documentation evaluated. Reasonable accommodations that are supported by documentation are identified at this appointment. Students requesting accommodations should schedule an appointment to have their documentation evaluated at least four weeks prior to the beginning of the academic term for which they are requesting accommodations.

Students may submit updated documentation and request modifications in accommodations any time during their enrollment at the University.

Academic Advising

All students at the University are assigned an academic advisor with whom they plan their academic program, sequence of courses and course load. Students with disabilities should discuss their disability with their academic advisor as it relates to course scheduling. Additionally, Disability Support Services provides notice to academic advisors that students qualify for priority scheduling.

Documentation Requirements

All students who request accommodations must submit documentation of their disability to Disability Support Services. The documentation must include a current (no older than five years) written evaluation from an appropriately trained professional. The type of documentation varies with the disability. A psycho-educational evaluation is required for learning and cognitive disabilities; a psychiatrist's or psychologist's report is required for AD/HD and psychological disabilities; a physician's report is required for medical and physical disabilities.

Documentation prepared by qualified professionals must include the following:

- clear diagnosis of the presence of a disability, including a description of the nature and severity of the disability
- assessment information on which the diagnosis is based
- interpretive summary that addresses how patterns in cognitive ability, achievement and information processing are used to determine the presence of a disability (for diagnoses of learning or cognitive disabilities only)
- statement of how and to what degree the disability impacts the student's functioning in an academic setting
- recommendations for reasonable accommodations that are supported by specific test results and/or clinical observations

Reports of evaluations must be typed on letterhead and include the name, title, address, phone and signature of the evaluator as well as the date the evaluation was completed.

Documentation requirements for testing accommodations for various graduate and professional exams administered by organizations outside the University may be different. Students who wish to apply for

such accommodations should carefully review the requirements for the exam for which they seek accommodations. These requirements are normally outlined in the application booklet.

Notification of Faculty

Faculty notices that outline student accommodations are sent to each student on their Groupwise e-mail account at the beginning of fall and spring semesters. Students are responsible for printing copies of these notices and delivering them to each of their faculty during the first week of classes. Students are encouraged to see faculty in their offices to review the accommodations in a private setting.

Students may request additional faculty notices from Disability Support Services at any time, including winter and summer sessions.

Students may not attempt to obtain accommodations directly from faculty without registering for accommodations with Disability Support Services.

Class Attendance

Class attendance is viewed as an important component of academic success for all students. Attendance policies for individual courses are determined by the faculty. Faculty may require a physician's note verifying that specific absence(s) is related to symptoms of illness or disability. Such absence(s) does not exempt the student from completing course assignments or requirements. Further, if attendance is deemed an essential element of the course, absence(s) may result in a student being unable to complete the course.