F. DISABILITY SUPPORT SERVICES
Guerrieri Student Union, Room 263
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Email: disabilitysupport@salisbury.edu
www.salisbury.edu/students/dss/

The Office of Student Disability Support Services (OSDSS) provides guidance, access to resources, and accommodations for students with documented disabilities. Such disabilities could include: medical, psychiatric, and/or learning disabilities, and/or mobility, visual, and/or hearing impairments. The OSDSS emphasizes equity in access, rights of privacy and the integrity of academic programs, policies and practices.

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

Requesting Accommodations
Students are urged to request accommodations a minimum of five weeks prior to beginning 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. Depending on the type of accommodations requested, it may take four weeks or more make to the necessary arrangements. Students seeking eligibility for accommodations need to complete the following three-step process:

**Step 1**: Students should submit documentation of their disability. Please see below for 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 U.S. mail, e-mail, 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 that 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 here, 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 the following:

- 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;
- Statement of how the student’s disability impacts them in an academic setting
- For diagnoses of learning disabilities only, an interpretative summary of the student’s
disability that addresses how patterns in their cognitive ability, achievement and
information processing are impacted by their disability;
- Recommendations for reasonable accommodations, supported by specific test results
  and/or clinical observations should be included.

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.