

STUDENT IDENTIFICATION AND DOCUMENTATION REQUIREMENT

- **IDENTIFICATION:** Student is required to identify with the Office of Accessibility Services. No questions regarding a student's disability are permitted to be on the application for admission to SSU. Housing applications may ask if any special accommodations are needed
- **DOCUMENTATION:** The student formally identifies by submitting copies of documentation that address the student's disabilities and functional limitations.
- **DOCUMENTATION** must be one of the following:
 1. Last IEP or 504 plan from high school
 2. Recent psychological evaluation
 3. Letter from physician documenting disability

STUDENT INTAKE WITH OFFICE OF ACCESSIBILITY SERVICES

- An intake appointment is scheduled. Eligible accommodations are discussed and an "Accommodation Request" form is completed.
- Letters are drafted stating accommodations for which the student's instructor's bear responsibility to ensure compliance.
- The instructor will receive an e-mail with a PDF Notice of Accommodation but the student is still responsible for turning in the hard copy to the instructor.
- The student may receive other accommodations, such as assistive technology that is not listed on the letter.

STUDENT REQUESTS FOR ACCOMMODATIONS FROM FACULTY

- Student must request accommodations every semester preferably the first week of classes.
- Student receives letters for faculty after accommodations are agreed upon that are reasonable and do not create undue hardship.
- Most utilized accommodations are extended test taking time and limited distraction testing environment.

TESTING ACCOMMODATION PROCEDURES FOR FACULTY

- Faculty will come to the counter in the Student Success Center in Massie Hall and ask for a testing envelope. That envelope will require student and faculty name, class name, as well as any other instructions the faculty has. Faculty must check box for disability accommodations at top of envelope.
- Faculty will complete the information on the outside of the envelope, and then place the exam inside the envelope and seal it. It should then be given to the workers behind the counter who will lock the test in the testing cabinet.
- The student who has been granted the accommodations will show up at the Student Success Center, within the days and times given by the instructor.
- The student will show ID and will leave all materials behind the counter.
- The student will then go into the Accessibility Office testing room to take the exam.
- When the student is finished she will return the exam to the counter, where it will be returned to the testing envelope to be picked up by the faculty at their convenience.

REMINDERS FOR FACULTY IN THE CLASSROOM

- **IMPORTANCE OF DISCRETION:** No personal information is contained in the Accommodation Letter given to faculty. If the student wishes to share that information, that is left to the student's discretion. All documentation of a student's disability is confidential and shared only by ODS staff.
- It is important to remember that the purpose of accommodations are to 'level the playing field' for students with disability. It is not to give them advantage or treatment above and beyond.
- Remember that students with disabilities have to be treated with respect and confidentiality. Do not tease them, or make disgruntled remarks about accommodations. Keep the process as confidential as possible.

CONTACT INFORMATION FOR ADA COORDINATORS

If you have questions or concerns about **student accommodations**, please contact Jim Weaver or Michelle Patrick, the Coordinators of Student Accessibility Services, or click to view our [Human Resources information](#):

James Weaver, M.Ed

Michelle Patrick, M.Ed, LPCC

jweaver@shawnee.edu

mpatrick@shawnee.edu

(740)351-3276

(740)351-3106

Fax: (740) 351-3047

For questions or concerns about **employee accommodations**, please contact the ADA Coordinator for employees in Human Resources or the Director of Human Resources:

Tom Hoft, J.D.,
ADA Coordinator
for Employees

Dave Zender, M.A.,
Director of Human
Resources

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(740) 351-3398

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