SECTION 504 DISABILITY ACCOMMODATIONS
STUDENT HANDOUT

GETTING STARTED
1. A student may request the forms to apply for disability accommodations by contacting Anita Chancey, Disability Services Administrator on the Greater Kansas City campus, or Rick Burns, Associate Dean, on the Oklahoma City campus. Students may initiate a disability accommodation request at any point in the year.

2. The following forms will be provided:

<table>
<thead>
<tr>
<th>Form</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability Disclosure and Accommodation Intake Form</td>
<td>Complete and return to Anita Chancey, Disability Services Administrator</td>
</tr>
<tr>
<td>Guidelines for Documentation of Disability</td>
<td>Read and provide a copy to your professional</td>
</tr>
<tr>
<td>Accommodation Request Documentation Form</td>
<td>To be completed by a professional in the area of your disability (doctor, psychiatrist, learning specialist, etc.) and returned to Anita Chancey along with documenting evidence.</td>
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3. The student should provide the physician or professional appropriate to their disability a copy of the Guidelines for Documentation of Disability and the Accommodation Request Documentation Form. The professional is to complete the Request form, stating specifically the accommodations that are needed, and attaching appropriate documentation of the student’s disability. The forms should then be returned to the Disability Services Administrator.

4. The completed documentation will be reviewed and if appropriate a Section 504 plan developed. The Disability Services Administrator will review the accommodations with the student before finalizing the Section 504 Plan.

EACH SEMESTER
5. A few weeks before the start of each semester an electronic copy of Section 504 Plans will be e-mailed to faculty. Faculty will receive an e-mail for each student, specifying the student’s accommodations in the body of the email. The student and advisor will be cc’d. Faculty are required to reply to the e-mail, acknowledging that they have received and understand the accommodations. The acknowledgement will be placed in the student’s disability file. Note: To meet FERPA regulations, all accommodation e-mail will be sent only to and from spst.edu addresses.

6. When it is necessary to implement disability accommodations mid-semester, faculty will be contacted by e-mail with the accommodation information promptly after the process is completed.

7. Students and faculty are expected to have an initial discussion about the student’s accommodation needs as they apply to the work for that particular class. This initial discussion should take place before the add/drop date each semester. It may be most effective to have the initial discussion prior to the beginning of the semester, if both parties are available.

8. Students and faculty should document their discussion, noting agreed upon expectations and due dates. Be certain to discuss how flexible or set the deadlines are. Students
with certain types of disabilities may need the flexibility to request adjustments, perhaps
due to a flare up, heavy fatigue, or because of assignments in several classes all due
the same week. With other types of disabilities, definitive extended due dates are
appropriate. Please be aware of these differences and be specific with your faculty
about your needs.

9. It is recommended that you create a hard copy or send a follow up e-mail following your
meeting(s) to verify the agreed upon details and deadlines.

10. As needed, the student and professor should continue to work together to plan the
specifics of how the student’s accommodations will be implemented in that particular
class. This may be a one-time discussion, or an ongoing process addressing various
class assignments, papers, and tests. If you would benefit from regular check-ins during
the semester, please include setting meeting times and dates in your initial discussion.

11. The Associate Dean (OKC) or Disability Services Administrator (GKC) are available to
consult with students and professors at any point to help facilitate the accommodation
process. With conversation and creativity, balance between providing a “level playing
field” for the student and maintaining the curricular integrity of classes can be achieved.

12. Professors and students may contact Anita Chancey, Disability Services Administrator,
with questions. Requests for alternative testing locations for testing in a quiet room or
extended time for testing go to Anita Chancey (GKC) and Rick Burns, Associate Dean
(OKC).

IMPORTANT STUDENT RESPONSIBILITY

13. It is critical that students with accommodations who add or drop a class 30 days
or less prior to the start of the class or during the drop/add period contact Anita
Chancey with the changes so the appropriate faculty may be notified.

NOTES

1. Note: A student who requests a disability accommodation in one class is not required to
request a disability accommodation in all classes.

2. If at any time a new disability accommodation or a modification of the current
accommodation is needed, the student may request a new Section 504 Plan. If the
specific accommodation is not listed on the current Documentation of Disability
Accommodation Form, the student should obtain a new Documentation of Disability
Accommodation Form, to be completed by their doctor or appropriate professional.
Students on both campuses should return the form to the Disability Services
Administrator, along with supporting documentation for the changes or additions.

3. The law states that institutions are not expected to meet unreasonable disability
accommodation requests. However, it is expected that most disability accommodation
requests can be satisfactorily resolved through discussion between the student,
professor, and the Associate Dean (OKC), or Disability Services Administrator (GKC).
Other faculty and administrators may be consulted as warranted by the expertise
needed to reach an appropriate decision. If no mutually satisfactory decision can be
reached, the issue may be addressed by the Dean or other school administrators or by a
professional with expertise in disability law.

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