

SECTION 504 DISABILITY ACCOMMODATIONS STUDENT HANDOUT

GETTING STARTED

1. A student may request the forms to apply for disability accommodations by contacting Margaretta Narcisse, Associate Dean of Student Affairs. Students may initiate a disability accommodation request at any point in the year.
2. The following forms will be provided:

Disability Disclosure and Accommodation Intake Form	Complete and return to Margaretta Narcisse, Associate Dean of Student Affairs
Accommodation Request Documentation Form	To be completed by a professional in the area of your disability (doctor, psychiatrist, learning specialist, etc.) and returned to Dean Narcisse <u>along with documenting evidence.</u>

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 Associate Dean of Student Affairs.
4. The completed documentation will be reviewed and if appropriate a Section 504 plan developed. The Associate Dean will review the accommodations with the student before finalizing the Section 504 Plan.

EACH SEMESTER

5. 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 kept on 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 are expected to initiate the conversation with her or his professor**, about her/ his 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 of Student Affairs 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 Margaretta Narcisse, Associate Dean of Student Affairs, with questions. Requests for alternative testing locations for testing in a quiet room or extended time for testing go to Rev. Narcisse.

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 Dean Narcisse with the changes so the appropriate faculty may be notified.**

NOTES

1. 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 of Student Affairs. 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 Academic Dean or other school administrators or by a professional with expertise in disability law.