



## Introduction - Reasonable Accommodations

Under the Americans with Disabilities Act ("ADA"), both public and private colleges and universities must provide equal access to postsecondary education for students with disabilities. Title II of the ADA covers publicly funded universities, community colleges and vocational schools. Title III of the ADA covers privately funded schools.

All public or private schools that receive federal funding are required under Section 504 of the Rehabilitation Act to make their programs accessible to students with disabilities.

Accommodations and program modifications should be individually designed to meet the needs of the student with a disability.

Accommodations and modifications of policies and practices are not required when it would fundamentally alter the nature of the service, program, or activity or give rise to an undue financial or administrative burden.

### Requests

The student should notify the appropriate institutional office well in advance of the needed modification or accommodation, as the response to requests for reasonable accommodations may exceed 30 business days from receipt of documentation.

To be eligible for disability-related services, the student must have a documented or visible impairment as defined by the Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) 1990 and the ADA Amendments Act of 2008. The ADA regulations broadly define impairments to include a wide variety of disorders or conditions affecting any number of body systems, including the neurological or musculoskeletal systems, special sense organs, respiratory, cardiovascular, reproductive, digestive, genitor-urinary, hemic, lymphatic, or endocrine systems, or the skins. Impairments also include mental or psychological disorders, including mental retardation, organic brain syndrome, emotional or mental illness, and certain learning disorders.

Furthermore, the ADA defines disability as a physical or mental impairment that substantially limits one or more major life activities and not regarded as transitory (six months or less) or minor.

William Woods University's (WWU) Request for Accommodation procedure relies on third party documentation from appropriate, licensed professionals within the last five years of the accommodation request date. Documentation may include an Individual Education Plan (IEP) or 504 Plan, but such documentation by itself is not sufficient for approval. Diagnostic testing from a professional will be needed for certain disability accommodations. The cost of obtaining third party documentation will be borne by the student. More information on documentation can be found in our separate Documentation Guidelines.

Typical accommodations may include, but are not limited to: large print exams, audio-recorded

lecture, sign language interpreters; alternate location for testing that has reduced auditory and visual distraction; extended time on exams and assignments; classrooms, labs and field trips in accessible locations, note-taker, and housing requirements.

### **Instructions to Receive Academic Accommodations**

To initiate request(s) for accommodations please see our website

[https://www.williamwoods.edu/student\\_experience/undergraduate\\_student\\_experience/student\\_services/disability\\_services.html](https://www.williamwoods.edu/student_experience/undergraduate_student_experience/student_services/disability_services.html) or contact Selena Meints, Director of The Office of Student Accessibility Resources (OSAR) through email at [Selena.Meints@WilliamWoods.edu](mailto:Selena.Meints@WilliamWoods.edu). Requests are confidential.

**STEP 1: Disclosure.** Through email or through the website the student will receive "**The Prospective Student Questionnaire form**" to fill out. This will give the staff an idea of what topics the meeting will be about and help shape the conversation. This form can be scanned and emailed back.

**STEP 2: Intake Meeting.** The student will **meet** with OSAR staff to discuss their needs and what accommodations they are seeking. This discussion can happen in person (preferably) or over ZOOM. During this meeting, the student will be informed of what documentation their disability requires to have on file.

**STEP 3: Documentation. The Reasonable Accommodations Request Form** walks the student through the process for an academic or non-academic request. There is an upload button to submit third party documentation. The student completes Step 1 of the process by providing clinical verification with third party documentation, typically an evaluation and/or assessment report originating from a qualified professional. Evaluation reports may include etiological information about a disability, containing a history, assessments, and/or treatment plan to validate accommodations. OSAR staff will **review** accommodation request(s) and third party documentation. Disclosures are confidential.

**STEP 4:** If the initial documentation is incomplete or inadequate and a student interview does not provide relevant information, then OSAR staff will inform the student in writing of the insufficiency and may request additional information. *The process may take up to 30 business days from receipt of documentation to respond to the accommodation request.*

**STEP 5:** If documentation is approved, the student will receive a "*blue card*" - a laminated **accommodations letter** stating what academic accommodations the student is approved for. The student will need to show and discuss this letter with their instructors at the beginning of the semester (students are strongly encouraged to show and discuss the letter with their instructor in the first two weeks of the semester, but is not required). Blue cards are kept by the student and are the student's responsibility to maintain on their person. Blue cards will be laminated and available for pick up by traditional on-campus students in the Academic Building room 109 at the beginning of each semester. Blue cards will be made available through email as a Word Doc for Online and Graduate students (traditional on-campus students can also request the letter be emailed to them as well). Students will decide which method they prefer when they meet with OSAR staff.

**STEP 6: RENEWAL EACH YEAR:** **Meet** with OSAR staff to review and/or revise approved accommodations each academic school year.

**Submitting Documentation:**

To submit documentation please **email:** [ada@WilliamWoods.edu](mailto:ada@WilliamWoods.edu)

To submit paperwork **in person** please stop by the Academic Building, room **109**

To submit paperwork through **fax:** 573-592-1164

Contact Director, Selena Meints at [Selena.Meints@WilliamWoods.edu](mailto:Selena.Meints@WilliamWoods.edu) or 573-592-1194