



DISABILITY SERVICES ORIENTATION

OFFICE OF STUDENT AFFAIRS



GENERAL INFORMATION

Students must contact Student Affairs (305-593-1223, ext. 3208 or at disabilityservices@albizu.edu) to discuss eligibility requirements and how to apply for reasonable accommodations. Student Affairs can assist in a timely manner despite the student's location or method of course study.

Upon completion of the application process, Student Affairs will work with the student to determine eligibility and identify the types of accommodations available. Self-disclosure of a disability is voluntary. Unless authorized, Student Affairs will not disclose the student's health issues or specific diagnoses.

APPLICATION PROCESS

- Contact Student Affairs via email at disabilityservices@albizu.edu to obtain a Disability Request Packet and the Student Guide to Reasonable Accommodation
- Complete the application
- Carefully read the Student Guide to Reasonable Accommodation to understand student rights
- Attach documentation (See Required Documentation slide)
- Submit Disability Request Packet to Student Affairs
- Schedule a meeting with a Student Affairs representative for orientation
- If approved, the student receives a confirmation via Sunmail

REQUIRED DOCUMENTATION

Federal regulations allow for a reasonable level of related documentation to process reasonable accommodation requests. The following are acceptable sources of documentation that may be requested:

- Primary Documentation: the student's self-report. The student provides a narrative of his/her experience of disability, barriers, and effective and ineffective accommodations.
- Secondary Documentation: impressions and conclusions formed by the coordinator during interviews and conversations with the student or in evaluating the effectiveness of previously implemented or provisional accommodations. Observations of students' language, performance, and strategies are also an appropriate tool in validating student narrative and self-report.
- Tertiary Documentation: information from external or third parties, such as reports and assessments created by health care providers, specialized physicians and mental health professionals, among others.

IMPORTANT REMINDERS

Student Affairs will provide students with a reasonable accommodations letter each session (See Renewal slide)

- The student is responsible for providing the instructor with a copy of the reasonable accommodations letter at the beginning of each academic session

RENEWAL

Students must renew their accommodations annually

- Submit the renewal form to Student Affairs by week one of the fall academic session

REASONABLE ACCOMMODATION SERVICES OFFERED TO STUDENTS

- Private meetings with the course professor at the beginning of the academic term in order to modify class participation
- Amanuenses
- Interpreters
- Voice synthesizers
- Computers
- Recorders
- Communication boards
- Extended time to complete exams

REASONABLE ACCOMMODATION SERVICES OFFERED TO STUDENTS (CONTINUED)

- Additional time to hand in assignments
- Preferential seating in classrooms
- Printed material in large print
- Precise and individual instructions
- Alternate evaluation methods:
 - Providing oral tests
 - Dividing tests into parts
 - Reducing the number of questions
- Flexibility relating to attendance requirements
- Additional services

DEPARTMENT INFORMATION

- Should you require further assistance, please contact us at 305-593-1223 ext. 3208 or via email at disabilityservices@albizu.edu.