

SECTION VI: POLICIES, FORMS & PROCEDURES

In compliance with the mandates of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act (ADA) any currently enrolled UW Superior student, or newly admitted UW Superior student (who has also paid the enrollment deposit) who believes he or she has a disability covered under disability laws and requiring reasonable accommodations, must:

- 1) provide the UW-Superior Disability Support Services (DSS) office the requisite documentation (at their own expense);
- 2) request authorizations from the DSS office for reasonable accommodations; before
- 3) expecting reasonable accommodations to be provided by the University.

When requesting reasonable accommodations, the DSS student and DSS staff member sit down together to discuss what is needed. At this meeting, several forms will be presented, discussed and filled out according to need: Student Intake Form, Student Authorization for Release of Confidential Information, Faculty Accommodation Form (FAF), Recommended Test Accommodations for Students with Disabilities Requesting DSS Proctoring, Disability Support Services Loan Form, and Document Requirement forms.

Disability Documentation Requirements

Students who do not bring in copies of appropriate documentation verifying eligibility for reasonable accommodations may be required to submit additional documentation. Specific guidelines and documentation requirements are outlined for various forms of disabilities: Attention Deficit Disorder & Attention Deficit Hyperactivity Disorder; Learning Disability; Psychological Disability; and Visual, Hearing, Medical and/or Mobility Impairment. These forms must be sent to appropriate medical specialists able to provide appropriate recommendations for postsecondary education purposes, and returned to DSS, before DSS is able to recommend much less implement appropriate accommodations.

Faculty Accommodation Form (FAF)

Once sufficient documentation has been received by DSS to verify the student is eligible for reasonable accommodation, the DSS staff member and student review and develop a list of accommodation recommendations to be used in the classroom. The FAF must be totally filled out and signed by a DSS staff member in order to be valid. It is the students' responsibility to submit a copy of this form to any faculty member where accommodation is required in the classroom. Once filled out, the FAF is valid for several years (as marked on the form). The form may be changed/alterd only after DSS has approved. On the reverse side of the form, responsibilities relating to DSS, the student and faculty are detailed.

Intake Form

All students requesting accommodations must participate in an Intake meeting with DSS staff, and have the Intake Form filled out. At this meeting, DSS reviews all submitted documentations to insure student eligibility for reasonable accommodations. During this meeting, if all necessary documentation has been received and the student has met DSS eligibility for accommodations, the DSS staff member and student will work together to develop a list of accommodation recommendations.

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Loan Form

Ordering books in an alternative format requires having a loan form filled out with a DSS staff member, as DSS special orders these texts, and must account for them. The loan form must be filled out each semester a book or books are required in an alternative format. Students are required to purchase the book (s), and to bring the book (s) and course syllabus to DSS. On occasion, DSS may loan equipment such as a tape recorder for note taking purposes, in which case, this form must then be filled out before the equipment is allowed to be removed from DSS.

Recommended Test Accommodations (RTA)

Whenever possible, students are encouraged to work with their faculty, in order to arrange appropriate and reasonable testing accommodations. In these cases, DSS need not be involved and need not be notified. However, in cases where DSS is needed to proctor an exam (s), and/or provide test space, then the following guidelines apply to all DSS students planning to take any exam at the Student Support Services center (SSS). It is the student's responsibility to initiate and complete the RTA in a timely manner. Failure to comply with the **DSS Recommended Test Accommodations for Students with Disabilities Requesting SSS Proctoring** guidelines may jeopardize future abilities to have ASC proctor exams and/or arrange test sites in the future.

Student Authorization for Release of Confidential Information

During the intake meeting, students will be asked to fill out the release authorization form, so that DSS may determine the students' eligibility not only for DSS accommodations, but also if documentation submitted is not adequate.