

Plan for Accommodations in College

Colleges and universities in the U.S. offer accommodations to students who have disabilities. Each institution has an office that provides these services, typically called the Office for Disability Services or something similar. Students who think that they may need an accommodation to help them learn can register at the office and request accommodations. At some colleges, students must register before the semester begins, or early in the term in order to receive help. In those cases, students may choose to register just in case they need the services later.

The type of accommodations students receive depends on their needs and preferences. Students must bring in documentation of a disability, and may be asked for other paperwork as well such as a transition plan from high school. Then a counselor at the office talks to the student about what accommodations she thinks would be helpful. The school may, or may not be able to help with every request. Some common accommodations are listed below:

- An assigned classroom seat away from the door to reduce distraction. Or a seat near the front of the classroom to help the student focus.
- Permission to tape record lectures.
- Permission to take notes on a computer during class.
- Extra time to take tests.
- A quiet room to take tests.

If a disability flares up during the quarter or semester, students can ask to take an incomplete (put the course on hold for a period of time and then finish the coursework or re-take the course). They may be excused for missing some classes or have an opportunity to make up missed work. But there is no guarantee that these requests will be granted.

Information about approved accommodations is sent to professors in a letter. But the Office for Students with Disabilities will not share a diagnosis with the teacher. If the teacher forgets to give you an accommodation, you may need to remind the teacher.

Students can ask their IPS specialist to help them register for disability services or go with them to attend appointments and request accommodations. Your IPS specialist may be able to help describe how you learn best and what accommodations would be helpful.

Do you want your IPS specialist to help you request accommodations? If so, what should the specialist do to help?

Not applicable because I do not want the services.

It is very important to ask about the policies of the office of disability services at your school. You may not get the services you want if you do not learn about deadlines, how to request accommodations and other rules. Write down questions that you want to ask below:

Not applicable because I do not want the services.

Student's signature

Date

IPS specialist's signature

Date