

## Disability Services

Donnelly College supports the American with Disabilities Act (ADA) and prohibits discrimination against any student or applicant on the basis of physical or mental disability, or perceived disability. Donnelly College is committed to providing persons with disabilities equal opportunity for access in programs and activities, as well as reasonable accommodations provided these accommodations do not place an undue burden on the institution or fundamentally alter the nature of the course or program of study. These services are designed to facilitate student pursuit of academic and career goals.

*What's needed to get started:*

- Appropriate, recent documentation by a licensed professional of the disability/disabilities prior to (unless currently being tested) arranging accommodations
- Expenses incurred in obtaining testing or documentation are the individual's responsibility.

### Examples of possible disabilities:

- Learning Disabilities
- Attention Deficit Hyperactivity Disorder
- Deaf/Hard-of-Hearing
- Blind/Low Vision
- Acquired Brain Injury
- Medical
- Dexterity and Mobility Limitations
- Psychiatric
- Spinal Cord Injury

### Requesting Accommodations

1. A student who wishes to be considered for reasonable accommodations at Donnelly College must self-identify to the Vice President of Academic and Student Affairs as a person who has a disability and is seeking accommodation. *Please note:* Timely and early disclosure is recommended. Considerable lead time is required for some accommodations.

2. The student should obtain a copy of her latest documentation that includes a diagnosis of the disability along with a written summary from the professional that diagnosed the disability. This summary should include how the disability affects the student's academic performance and participation in programs and activities in the post secondary setting as well as specific, reasonable recommendations for accommodations. Expenses incurred in obtaining testing or documentation are the individual's responsibility. The student can then either deliver the documentation in person by making an appointment with the Vice President of Academic and Student Affairs to formally request accommodations or mail or fax her documentation to the Vice President's office. Accommodations

normally begin after appropriate documentation is submitted and a student's formally requested accommodations have been approved. Appropriate documentation is required for accommodation(s).

3. The student's documentation will be reviewed to determine if it is appropriate and complete. If additional information or clarification is needed, the Vice President of Academic and Student Affairs will consult with the student and/or appropriate diagnostician. If additional documentation is needed, it is the student's responsibility to provide it within 30 days, or accommodations granted may be revoked.

5. Once reasonable and appropriate accommodations have been approved by the Vice President of Academic and Student Affairs and communicated to and agreed upon by the student, a letter of notification is sent to the student and each of the student's faculty members outlining what accommodations have been granted. *Please note:* Diagnostic information is confidential and is treated as such.

**NOTE:** Students must request accommodations each semester. It is the student's responsibility to schedule an appointment with the Vice President of Academic and Student Affairs each semester in order to arrange for accommodations.

For more information or to ask questions, please call 913-621-8765 to schedule an appointment.