Disability Services

Student Responsibilities:

• Provide Disability Services with current documentation from a medical doctor, psychologist, psychiatrist or your school.
  • If you do not have current documentation make an appointment with a profession in Disabilities Services to discuss your accommodation needs.

The student is responsible to know the nature of his/her disability, how the disability impacts learning and which accommodations best enhance the student’s ability to learn.

The student with a disability has the responsibility to advocate for reasonable accommodations of their professors and Disability Services. Learning to be a self-advocate is essential to achieving independence and success in college.

Procedure for obtaining services each semester:

1. Schedule an appointment to meet with professionals in Disability Services to determine which accommodations would be appropriate and reasonable for Ashland University.
2. Complete an information sheet.

Documentation:

Students who have current documentation from a licensed professional or their school are entitled to reasonable accommodations from Disability Services.

Students who suspect that they have a functional limitation that impacts their learning should schedule an appointment with Disability Services to discuss their needs. It is important to note that while Disability Services at Ashland University complies with the 2008 amendment to the Americans with Disabilities Act, students who are in majors requiring a standardized test for licensure must understand that they may be asked by the testing company to have current documentation from a professional to receive accommodations.
Reasonable Accommodations Include:
Ashland University does not provide students with items that are considered to be personal items. It is the responsibility of the student to provide their own scooters, wheelchairs, aides in residence halls, hearing aids and etc.

Books in Alternative Format – Students who require books in alternative format must contact Disability Services as soon as they know which books are required. Books are obtained through a service that provides books in alternative format from most publishers. Books cannot be given to students without a purchase receipt. If the book is not available through this service then students may give their book to Disability Services to be taken to Printing Services where the binding is cut off so that the book can be scanned and converted to an alternative format. Students are given a reading program to load on their computer however there are many other screen reading programs available if the student wishes to purchase one of their own.

Interpreters – Sign language interpreters are provided on an as needed basis for students who require this accommodation. It is important to contact Disability Services prior to classes if this accommodation is needed.

Learning Strategies – Students who request this service are assisted by helping the student to address their disability and learning style in the context of the academic classes in which they are enrolled, the expectation it that the student will learn to apply these strategies to future courses. If the student requires more help in a specific class he or she is referred to Tutoring Services for content specific tutoring.

Note taking – Students are encouraged to find classmates who are willing to share notes. By borrowing a friend’s notes the student often finds a study partner. If the student cannot find someone who is willing to share, Disability Services will make arrangements to get notes from someone in class. This is a confidential procedure. The student receiving the notes does not know who takes the notes and in turn the note taker does not know the name of the student.
**Parking Permits for Accessibility** – Students may park in any handicapped parking space on campus provided they have both an Ashland University Parking Permit and a state issued handicapped parking permit.

**Taping Lectures** – Under section 504 of the Rehabilitation Act of 1973 and the ADA any student has the right to record class lectures. This strategy is useful for students with disabilities and encouraged by Disability Services.

**Test Accommodations** - Students are responsible for letting professors know that they require out of class accommodated tests. Disability Services provides the student with paperwork to give professors to support their request. It is the student’s responsibility to communicate with professors and Disability Service as to the course, the time and the date of the test in a reasonable amount of time for the arrangements to be made.

Accommodations available for testing include:
1. Isolation
2. Extended time (up to double time)
3. Tests read to student
4. Tests scribed for the student (the proctor writes on what the student asks to be written).
5. Student/scribe constructed answer typed on the computer