REQUESTING ACCOMMODATIONS
PROCEDURE

Students requesting accommodations should contact the Student Accessibility Center at 419-289-5904, or by sending an email to Silvia Henriss, Director at shenriss@ashland.edu. Although it is advised to request accommodations before classes begin, students may request accommodations at any time throughout the academic year.

Depending on the nature of the disability, students may be required to provide third-party verification documentation. Examples of this type of documentation include:

- High School IEP & ETR
- Healthcare provider letter describing the diagnosis and the major life activities that are affected as a result of the disability
- Completed Disability Verification Form (available on the Ashland University website, or by contacting the Student Accessibility Center)

Once the documentation is received and reviewed, an Intake meeting will be scheduled to determine accommodations. In-person, face-to-face Intakes typically take 2 hours, and students are welcome to invite their parents/guardians to the meeting. Phone Intakes are available for in-state students who may need to travel several hours to get to campus, students living out of state, or online students. Intakes include the following:

- Interview to collect demographic information as well as information regarding the challenges students encounter as a result of the symptoms of the disability, and the history of their use of accommodations in the past if any.
- Determination of appropriate accommodations that will enable the removal of barriers students face as a result of their disability, and completion of the Eligibility Record.
- Review and signing of the Agreement and Understanding of resources from the Student Accessibility Center.
- Review and signing of the Testing Accommodations Agreement policies and procedures as necessary (only for students eligible for testing accommodations).
- Review of general procedures including the scheduling of tests in the testing areas, and/or requesting assistive technology or alternative versions of textbooks for students eligible for these accommodations, etc.

Students will receive accommodation letters at the end of the Intake meeting. Accommodation letters are distributed by students to their professors as evidence of eligibility for accommodations. Professors who do not receive letters from students are not obligated to provide accommodations. In these situations, professors are encouraged to contact the Student Accessibility Center to verify eligibility, and to receive a copy of the letter.

Intake meetings are conducted one time after students initially request accommodations. Students will meet with the Student Accessibility Center each semester to receive updated accommodation letters, and to review and sign the Testing Accommodations Agreement if eligible for testing accommodations.

Questions regarding accommodations should be directed to Silvia Henriss, Director at: shenriss@ashland.edu, or by phone at: 419-289-5904.

Questions regarding the scheduling of tests, or assistive technology can be directed to Justin Beeman, Testing Coordinator at: jbeeman@ashland.edu, or by phone at: 419-207-6336.