

# REQUESTING ACCOMMODATIONS FROM THE STUDENT ACCESSIBILITY CENTER (SAC)

## PROCEDURE

Students requesting accommodations should contact the Student Accessibility Center (SAC) at 419-289-5904, or by sending an email to Julie Donatini, Director at [jdonatin@ashland.edu](mailto:jdonatin@ashland.edu). It is preferred that students contact SAC before classes begin if they want to request accommodations, however, students may request 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; 504 Plan, Psychological Summary, etc.
- Healthcare provider letter describing the diagnosis and the major life activities that are affected as a result of the disability
- Disability Verification Form completed by a healthcare (including mental health care) professional (available on the Ashland University website, or by contacting SAC)

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. Phone or Zoom Intakes are available as well, and typically last about 1 hour. 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 SAC.
- Review and signing of the Exam 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 SAC to verify eligibility and to receive a copy of the letter, or to refer an inquiring student.

Intake meetings are conducted one time after students initially request accommodations. Students will meet with SAC each semester to receive updated accommodation letters, review existing accommodations, and to review and sign a new Exam Accommodations Agreement if eligible.

Questions regarding accommodations should be directed to Julie Donatini, Director at: [jdonatin@ashland.edu](mailto:jdonatin@ashland.edu), or by phone at: 419-289-5904.