

**STUDENT ACCESSIBILITY CENTER**

**REQUESTING ACADEMIC ACCOMMODATIONS FROM  
THE STUDENT ACCESSIBILITY CENTER (SAC)**

The Student Accessibility Center at Ashland University provides academic services and accommodations for students with diagnosed disabilities to ensure nondiscrimination and equitable access to their education. The Americans with Disabilities Act (ADA) defines a disability as a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. Examples of major life activities include walking, sitting, standing, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and other similar activities. If a condition substantially limits a student's access to educational opportunities, that condition is considered a disability, and the student may be eligible for accommodations that remove an academic/institutional barrier. Reasonable accommodations are not determined based on disability or diagnosis alone.

Ashland University reserves the right to amend these policies at any time, as circumstances require.

***PROCEDURE***

Every request for accommodation is explored on an individual, case-by-case basis, in which facts and relevant information are gathered.

- Undergraduate and graduate students at Ashland University can connect with SAC via the link below at any point in the semester or during their college career. Unlike elementary or high schools, as a college student, students decide if and/or when to request accommodations by connecting with SAC.
  - [Student Accessibility Center Academic Accommodations Request Form](#)
- Once the student completes the online form, SAC will facilitate an interactive process to verify eligibility of accommodations and understand a student's academic experiences. SAC will collect demographic information as well as information regarding the challenges the student encounters as a result of the symptoms of the disability, and the history of their use of accommodations in the past, if any. An interview and review of documentation will be conducted to establish disability and explore whether the requested accommodation is logical and appropriate to provide equitable access, remove unnecessary academic/institutional barriers, and/or ensure nondiscrimination. SAC may consult the course syllabi and talk with faculty to determine the most effective and equitable accommodation to the academic barrier. Additional information from the student or additional documentation to help inform the determination may be requested. The requested accommodation cannot lower an essential program standard, fundamentally alter an essential program element or requirement or pose an undue administrative or financial burden.
- Eligible students will receive accommodation letters if there are reasonable accommodations that can be made. Accommodation letters are distributed by SAC or

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.

If you are taking online-only classes (either exclusively or in conjunction with traditional classroom-based classes), the arrangement and implementation of accommodations may be handled differently. Please contact the disability services office to explore how best to access needed accommodations in online classes.

For students to potentially be granted accommodations at a clinical site, students must register with SAC. If it is determined that accommodations are warranted, the disability service provider will support the student in determining how best to communicate those accommodations directly to the site. It is primarily the student's responsibility to communicate their needs to the site. The disability service provider will also communicate the suggested accommodations to the Director of the clinical program at the University, if the student requests, the Director of the clinical program at the University will connect the disability service provider with the student's site supervisor to aid in communication. It should be noted that while Ashland University is required to provide reasonable accommodations to students with qualified disabilities within the academic setting, AU cannot guarantee what, if any, reasonable accommodations community-based learning sites will grant. Due to the nature of service learning, the operation of the business and client needs, it may not be feasibly possible for the site to grant the requested accommodations."

Students will meet with SAC each semester to receive updated accommodation letters and review existing accommodations.

## ***DOCUMENTATION GUIDELINES***

*While third-party documentation may be sufficient to establish the presence of a disability, documentation alone does not inform whether accommodations are reasonable. Medical information will be considered but it is not the definitive information that informs our final decisions. We consider a multitude of factors. A medical provider's recommended accommodation does not automatically bind SAC/AU to approve the accommodation as being reasonable. When recommendations within documentation primarily enhance academic success or are considered outside the scope of what is necessary for equal access, the student will be referred to other resources and or given options that may be able to address the specific need. All documentation is reviewed on a case-by-case basis, and accommodations are determined through an interactive process. If the third party returns the Verification Form without sufficient information for the Student Accessibility Center to determine whether an accommodation is necessary, the Director of the Student Accessibility Center will inform the individual in writing of the verification's insufficiency and may request additional information, including speaking directly with the individual supplying the third-party verification, within seven (7) business days of receiving the verification. The individual making the request for accommodation must cooperate with the Student Accessibility Center in a timely manner in providing all information needed to determine whether the requested accommodation is necessary.*

All accommodation recommendations must be logical, reasonable and necessary and related to the student's functional limitations based on evidence from the documentation/information submitted by the student. The SAC reserves the right to request updated documentation and/or additional documentation to support specific accommodations.

### *Professionals Who Can Provide Clinical Documentation*

- The provider must have comprehensive training and experience in the relevant specialty and hold appropriate licensure and/or certification
- The provider must be familiar with the history and functional limitations of the student's condition and provide detailed information about the substantial nature and level of the impairment and its impact on major life activities
- It is recommended that the documentation provided is not from a family member or someone with a personal relationship with the student or student's family

### *Relevant Documentation*

- Documentation must reflect the status of the student's current functional limitations
- Typically, diagnoses with no anticipated fluctuation of functional limitations require a current report.
- Typically, diagnoses that may change or are considered episodic, require updated documentation every 6 months to a year.

### *Documentation Guidelines*

Documentation should include:

- A specific medical diagnosis, including present symptoms, their duration, and severity
- A discussion of relevant developmental, historical, and familial information
- Objective measures used to determine diagnosis (attach results)
- Description of the student's presenting impairment and its substantial impact on major life functions in an educational environment
- Rationale for recommended accommodation(s) that is logically related to functional limitation(s), based on evidence from the clinical evaluation
- Duration in which the student has been under the clinician's care and date of last contact
- Recommendations for accommodations in post-secondary academic environment can be helpful if they include a clear rationale. Each recommendation should be based on interview, observation, and/or testing and correlated with both the diagnosis and the student's functional limitations. NOTE: *Test anxiety alone is not a disability.*

If the documentation which has been submitted does not contain sufficient information to determine appropriate accommodations, the student will be contacted by the SAC.

### *Supporting Documentation*

The qualified evaluator's report, while necessary, is by no means the only documentation we can use to better understand and accommodate the student. Other helpful documents include records of previous accommodation, high school 504 plans or IEP's, previous medical evaluations, report cards, transcripts, and parent, teacher, tutor, therapist or employer reports. SAC reserves the right to access student transcripts (e.g. classes taken and grades earned at AU) for evaluation purposes.

### ***APPEAL PROCESS***

It is recommended that, before initiating a formal appeal, the student make every attempt to resolve the matter informally. If the requesting individual is not satisfied with the determination of a request for accommodation, that individual may submit an appeal within seven (7) calendar days of the decision. Appeals should be submitted by completing the [Academic Accommodation Appeal Form](#). Appeals will be reviewed by a committee composed of university representatives not involved in any way with prior determinations. Decisions of the appeals committee are final.

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.