

INFORMATION *for* STUDENTS

DISABILITIES SERVICES OFFICE

Facilitating equal access for students with disabilities

CARLOW

UNIVERSITY



WHO PROVIDES ACCOMMODATIONS?

The Disabilities Services Office (DSO) facilitates accommodations through collaboration with students, faculty, and staff. The DSO approach allows for a confidential and balanced review of documentation and a thoroughly researched plan for qualified students to receive accommodations that is reasonable and effective.

WHAT SHOULD I EXPECT FROM THE DISABILITIES SERVICES OFFICE?

Individuals with disabilities have certain rights to equal access to programs and services under the Americans with Disabilities Act (ADA) [Amended 2008] and Section 504 of the Rehabilitation Act of 1973 (Amended 1980).*

Carlow University administration, faculty, and staff engage in an interactive process with the student to facilitate access and reasonable accommodations, not only in response to these legal guidelines, but as part of its mission to create a community of learners who “respond reverently and sensitively to God and to others and to render competent and compassionate service in personal and professional life.”

For the university to respond sensitively and competently to requests for accommodation, students are expected to follow certain guidelines regarding their documentation and assume certain responsibilities.

Complete a confidential request form to indicate your disability and suggested accommodations at bit.ly/2MM6uS5

Carlow University engages in an interactive process with qualified students with disabilities to support access to opportunities to take full advantage of Carlow’s programs, activities, services, and facilities.



* Carlow University does not discriminate on the basis of disability in admission or access or treatment or employment in its programs and activities.





WHAT ARE THE GUIDELINES AND MY RESPONSIBILITIES?

- ❑ Schedule a meeting with Jacqueline M. Smith, director of disabilities services, within the first week of classes each semester (or at the onset of an injury or other temporary disability), in the Disabilities Services Office (DSO), University Commons, Fourth Floor.
- ❑ Complete an intake interview and engage in the interactive process to determine any appropriate and reasonable accommodations.
- ❑ Provide relevant documentation that indicates the impact of the disability on academic performance and/or daily living activities.

In some cases it may be necessary, with student permission, for the DSO to contact medical or health professionals for clarification.

- ❑ Complete and submit documentation to the DSO within the time period requested.
- ❑ Keep a personal file of all documentation and include dated notes of conversations, agreements, plans, and responses.
- ❑ Notify faculty through DSO-provided accommodation letters and ongoing dialogue. (Students are not obligated to identify or discuss the specifics of their disability.)
 - Arrange a time, other than scheduled class hours, to discuss the accommodations.
 - Inform the instructor and the DSO when particular teaching and testing approaches present difficulties.
 - Inform the DSO when the accommodations are not being implemented, when they are not effective or necessary, when they might need to be adjusted, or when they are no longer being used.
 - Be on time with any accommodations that impact other individuals' schedules, such as tutors, readers, sign-language interpreters, test administrators, aides, or, if necessary, cancel them with adequate notice.
- ❑ To be successful, use provided accommodations proactively.
- ❑ Continue contact with the DSO.

WHAT TYPES OF ACCOMMODATIONS ARE AVAILABLE?

Examples of accommodations that the Disabilities Services team may facilitate with the student include:

- + enlarged print
- + alternative texts
- + extended testing time
- + separate testing rooms
- + speech recognition software
- + classroom assignment for accessibility

Any accommodations that a student may receive are based on individual needs to ensure that students with disabilities have equal access to the university's courses, programs, and activities, in a manner that does not create undue burden to the university.

Students with disabilities have the same responsibilities as other students to meet the university's academic, technical, and behavioral standards and to follow the university's policies regarding standards of conduct.

CONTACT

Jacqueline M. Smith
Director of Disabilities Services
University Commons, Fourth Floor

P: 412.578.6257
(for testing appointments and accommodations requests)

P: 412.578.6050
(for documentation evaluation and service initiation)

E: dso@carlow.edu