



**Accessing Academic Accommodations**  
Center for Academic Success and Achievement  
Disability/Access Services

**Policy**

Framingham State University requires all students claiming a disability to submit documentation that verifies the disability before receiving academic accommodations.

**Procedure**

**Step One: Provide verification**

Students who want to access services must self-identify and provide appropriate verification of their disability to the Associate Dean of Academic Success at the Center for Academic Success and Achievement (CASA). Documentation will be reviewed and eligibility for reasonable and appropriate accommodations will be determined on an individual basis.

The Associate Dean of Academic Success and Disability/Access Services is responsible for evaluating the documentation submitted by the student. If further evaluation is needed, the Dean of Students also will review the documentation. All documentation must

- be current within three years of the date of enrollment for learning disabilities and AD/HD and current within six months for psychiatric impairments
- be provided by a qualified practitioner.

*Please see Documentation Guidelines for more information on supplying sufficient documentation.*

The documentation will be retained in a confidential Registry for Students with Disabilities at CASA and will be accessible only to those making decisions regarding accommodations.

**Step Two: Discuss accommodations**

Following review of documentation, students who are requesting accommodations must meet with the Associate Dean of Academic Success and Disability/Access Services in a timely manner. Incoming students or newly-diagnosed students are encouraged to notify Disability/Access Services *before* the start of the semester. Since some services require advance notice to arrange, sufficient lead time is necessary to ensure that modifications or auxiliary aids are available by the start of classes. Students with physical disabilities must give adequate notice to arrange accessible classrooms, to hire signing interpreters, or to obtain textbooks in an alternative format.

**Step Three: Notify faculty**

At the request of the student, the Associate Dean of Academic Success and Disability/Access Services will provide *Documentation Confirmation* for faculty which confirms appropriate accommodations. Students with learning or other disabilities who require classroom or exam accommodations should meet with faculty as early as possible, but no later than two weeks after classes begin, to discuss arrangements for the semester. If, at any point, an instructor expresses concern about the academic accommodations stated in the *Documentation Confirmation*, the student is responsible for contacting the Associate Dean of Academic Success and Disability/Access Services immediately.