



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

Policy

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

Procedure

Step One: Provide verification

Students who want to access services must self-identify and provide appropriate verification of their disability to the Disability/Access Services Office 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 Disability/Access Services Office is responsible for evaluating the documentation submitted by the student. If further evaluation is needed, the Associate Dean of Academic Success 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 typical timeframe for review of documentation is two weeks.

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 Disability/Access Services Office 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

Disability/Access Services will provide Academic Accommodation letters, either in paper or electronic form, confirming appropriate accommodations. Students are expected to deliver these paper letters to their course instructors, or follow-up via e-mail for electronic letters. Students who require classroom or exam accommodations indicated on the Academic Accommodation letter 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 Academic Accommodation letters, the student is responsible for contacting the Disability/Access Services Office immediately.