



Accommodations Registration

Student Disability Services

Return to H.W. Smith Student Success Center, Axe Library - First Floor

- A. I understand that I am registering with Student Disability Services at Pittsburg State University for services for students with disabilities and that I may be eligible for services such as information, referral, reasonable accommodations, and/or individualized services that may be needed for access to employment, activities, academic programs, services, or facilities. To access necessary services, I may be referred to other appropriate PSU or community agencies.
- B. I understand that PSU requires disability-related information to provide services and to conduct reporting and research functions and that data is kept by disability classification.
- C. I understand that I am responsible for reviewing the procedures and responsibilities pertaining to the provisions of access and accommodations to individuals with disabilities and procedures for grievance in the event I feel I have been discriminated against. This information can be found at the following website: <https://www.pittstate.edu/office/institutional-equity/grievance-procedures.html>.
- D. I understand that I will not be eligible for services if I do not provide documentation of a diagnosed disability, do not have a diagnosed disability, or do not follow the policies and procedures pertaining to the provision of access and accommodation at PSU.
- E. I understand that if I request accommodations, Student Disability Services may need to consult with other PSU personnel. I give my permission to have disability-related information shared with appropriate personnel on a need to know basis to facilitate such requests.

I am registering for: Fall ___ Spring ___ Summer ___ Academic Year: _____

My college standing class: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Graduate

Name: _____ Student I.D. #: _____

Current Address: _____

Permanent Address: _____

Telephone: _____ PSU E-mail: _____

I have read and agree to the terms of the Accommodations Registration for Pittsburg State University, Student Disability Services.

Student Signature: _____ **Date:** _____

Office use only: Date Received: _____

Initials: _____



Request for Accommodations

Student Disability Services

Return to H.W. Smith Student Success Center, Axe Library - First Floor

Form Completion Date: _____

PSU Student ID#: _____ Name: _____

TYPE OF ACCOMMODATION:

- Housing

 Academic

 Temporary

TYPE OF DISABILITY (CHECK ALL THAT APPLY):

- Health Related

 Learning Disability

 Psychological/ Psychiatric

 ADD / ADHD
- Physical/Orthopedic

 Chemical Dependence

 Hearing Impairment

 Acquired Brain Injury
- Vision Impairment

 Other: _____

Interview Section:

Describe your diagnosis.

Describe how your disability affects your performance as a student (learning or living in University housing).

Tell me about your previous accommodations. What worked?

Additional Comments:

Examples of Common Reasonable Accommodations

University Accommodations:

Housing:

- Ground Floor Assignment
- Elevator
- Furniture Adjustments
- Roll in Shower
- Room w/ Visual Fire Alert
- Single Room
- Private Bathroom
- Service Animal
- Wheelchair Accessible Room
- Other: _____

Academic:

- Allowed to take exams in altered format
- Preferential Seating
- Table rather than desk
- Extended Exam Time
Time +1/2 or 2x
- Out of Class in a distraction reduced location
- Reader
- Scribe
- Allowed a calculator during exams
- Allowed to record lectures
- CART Service Interpreter / ASL Interpreter
- Low Vision Aids – Large Prints
- Allowed alternate textbook (E-Text for required textbooks)
- Receive copy of notes/presentations prior to class
- Other: _____

Pittsburg State University
Student Accommodation Documentation Checklist

The following checklist is designed to help current and prospective Pittsburg State University students who are interested in services with the Student Disability Services. Students do not have to submit all the following items; however please submit as many as possible.

* Students are encouraged to acquire and submit the appropriate documentation so that service eligibility can be determined in a timely manner and accommodations can be implemented before classes begin.

Assessment Information: Recent assessment (within the last 4 years for high school students and the last 5 years for non-traditional students) includes school-based testing and/or private testing.

_____ Complete psychometric assessment with test analysis and interpretation.

Educational Information: Maintaining a portfolio of education information is very helpful. This information might include:

_____ High school transcripts or from other post-secondary institutions the student has attended.

_____ Individual Education Plan (IEP), 504 Plan (*just the most recent/current*)

_____ Evaluation/Eligibility reports for special education or 504 plan

_____ Verification of accommodations: Written summary of informal and formal accommodations received while in school (i.e., extended time, alternate location for testing, etc.) from school staff (i.e., guidance counselor, school psychologist, case manager, etc.)

_____ Formal ACT, SAT or other standardized testing accommodations: Copy of the letter from the testing service verifying the accommodation granted.

_____ Summary of Performance Statement (SOP) report included in the IEP as student graduates from high school.

_____ Reports or summaries from tutors or learning specialists.

Medical Information: Documentation of only those conditions which may impact learning (i.e., seizures, chronic pain, ADHD, Anxiety, etc.)

_____ Medical reports from physician or specialist relevant to area of disability (documentation should demonstrate that a comprehensive assessment was conducted and that a person with appropriate credentials made the diagnosis according to DSM-IV-TR guidelines.

_____ A summary of current symptomatology, treatment and ongoing needs should be included. Documentation should provide a narrative summary of evaluation results with clear evidence of clinically significant impairment in the academic setting.

_____ A rationale for each accommodation should be included in the summary from physician, psychiatrist, etc.

(A medical note is **not** sufficient evidence to support the need for numerous accommodations.)

Student Information: A key component to determining eligibility for post-secondary accommodation services is an interview with the student and their identification and understanding of accommodation needs. Therefore, the student should be prepared to provide information:

_____ Personal understanding of disability and its impact on overall educational needs

_____ Relevant information related to learning assets and challenges

_____ Understanding of specific accommodations that are needed

_____ Completed Pittsburg State University Registration/Request for Accommodations Forms