



THE COLLEGE AT BROCKPORT

State University of New York

Office for Students with Disabilities

Procedures for Accessing Services

Services and/or accommodations are provided to all enrolled students with disabilities who provide documentation in accordance with guidelines and who personally request services through the Office for Students with Disabilities (OSD).

1. Student submits a confidential registration form and appropriate documentation to OSD in room 227 Seymour College Union.
2. Documentation is assessed by the Coordinator of OSD to determine if it is complete and appropriate.*
3. The Coordinator of OSD explains policies and procedures regarding letters of accommodation**, exam accommodations, support services, etc. during an intake appointment.
4. Services and/or accommodations are implemented.

Students need to request services. Submission of documentation alone does not activate services or accommodations. Documentation may be submitted prior to admission into SUNY College at Brockport. However, it may not be evaluated until the student is admitted and has requested services.

* Documentation is assessed for completeness and appropriateness under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and OSD guidelines. Such assessment is necessary in order to establish a student's eligibility for academic adjustments (accommodations) and/or auxiliary aids and services.

** Accommodations received in the past, as well as some accommodations recommended in documentation, may not be considered appropriate at this time.

Important Related Information

Accommodations cannot be implemented until the student's documentation is complete. Further assessment by an appropriate professional may be required if co-existing disabling conditions are indicated.

(continued)

Prior history of an accommodation does not, in and of itself, warrant its continued provision. An Individualized Education Plan (IEP) or a 504 Plan is not sufficient documentation of a disability. Submission of documentation is not the same as the request for services.

Request for services and/or accommodations *must be initiated by the student* by contacting OSD. Accommodations will be determined collaboratively with the student and the Coordinator of OSD. An inventory of accommodation needs will be conducted during an intake interview. However, OSD is ultimately responsible for determining appropriate and reasonable accommodations.

All documentation is confidential and will be assessed according to the requirements indicated above.

Documentation should be submitted to:

SUNY College at Brockport
Office for Students with Disabilities
350 New Campus Drive
227 Seymour Union
Brockport, NY 14420-2947

(585) 395-5409 (V/TTY)
(585) 395-5291 (fax)
osdoffic@brockport.edu (e-mail)