

ACCOMMODATIONS

- ◇ Extended time on tests
 - ◇ Distraction-reduced testing environment
 - ◇ Note taking
 - ◇ Textbooks in alternate format
 - ◇ Enlarged printing
 - ◇ Sign interpreters
 - ◇ Scribes
 - ◇ Reader/tests on tape
 - ◇ Assistive technology
 - ◇ Special seating
 - ◇ Tape recorded lectures by faculty permission
 - ◇ Student support referrals
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Students are encouraged to interact with faculty, use the Student Learning Center, inquire about the Student Support Services Program and study with classmates.

Contact Information

Office for Students with Disabilities
Seymour College Union, Room 227
The College at Brockport
Brockport, NY 14420-2914

Phone/TTY (585) 395-5409
Fax (585) 395-5291
E-mail osdoffic@brockport.edu

Office of
ADA Coordinator
(585) 395-2109

Visit us at
www.brockport.edu/osd/



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

Office for Students with Disabilities

Student Guidelines

**Division of Enrollment Management
and Student Affairs**

SERVICES

- ◇ Provide services and accommodations to students with disabilities
 - ◇ Determine reasonable accommodations for students
 - ◇ Work closely with the faculty and staff in an advisory capacity
 - ◇ Provide equal access and opportunity for “otherwise qualified” individuals with disabilities
 - ◇ Prevent discrimination of qualified students
 - ◇ Reduce or eliminate physical, academic and attitudinal barriers
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QUALIFICATIONS

- ◇ Students who have a physical or mental impairment which substantially limits one or more major life activity
- ◇ Students who meet academic and technical standards requisite to admission or participation in the education program/activity

PROCEDURES

- ◇ Students should request the guidelines for appropriate documentation from the Office for Students with Disabilities (OSD)
- ◇ Students must provide diagnosis of the nature and extent of the disability from a qualified examiner
- ◇ The examiner must provide information on the functional limitation as related to the academic environment
- ◇ Provide a description of treatment including side effects of medication
- ◇ A professional evaluator’s recommended reasonable accommodations will be considered
- ◇ Each student with appropriate documentation is given consideration on a case-by-case basis when they self-identify to OSD
- ◇ Reasonable accommodations shall be made for eligible students with substantially limiting disabilities depending upon the nature of the disability and its impact on learning
- ◇ Accommodations are provided to allow equal opportunity for students with disabilities
- ◇ Verification by another institution or organization does NOT guarantee eligibility at SUNY College at Brockport
- ◇ Requests that would alter the academic standards may not be granted

RESPONSIBILITIES

- ◇ Identify yourself to OSD
 - ◇ Provide documentation of disability according to the guidelines
 - ◇ Schedule an intake appointment with the OSD coordinator
 - ◇ Initiate accommodations by giving faculty your current “Letter of Accommodation” within the first two weeks of classes each semester
 - ◇ Return testing accommodation form, signed by faculty, to OSD at least one week prior to the exam
 - ◇ Take tests at the same time the class meets unless the instructor provides written permission for another time
 - ◇ Provide minimum of two weeks notice for special requests; e.g., interpreter
 - ◇ Self-monitor your academic progress and request assistance as needed
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CONFIDENTIALITY

- ◇ Disability documentation is confidential between the student and OSD