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

Students are encouraged to interact with faculty, use the Student Learning Center, 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
Email: osdoffic@brockport.edu

The Office for Students with Disabilities is a National Voter Registration Act (NVRA) voter registration site. www.elections.state.ny.us

Visit us at www.brockport.edu/osd
**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

**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
- The evaluator must 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 The 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 three days 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

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

**Confidentiality**
- Disability documentation is confidential between the student and OSD