
ACCOMMODATIONS AND OTHER SUPPORTS

DEFINING REASONABLE ACCOMMODATIONS

A reasonable accommodation is a modification or adjustment to a course, program, service, job, activity or facility that ensures educational equity for qualified students with disabilities. Educational equity means an opportunity to attain the same level of performance or to enjoy benefits and privileges equal to those available to students without a disability. When necessary, DRC staff will consult with faculty regarding essential standards in order to determine reasonable accommodations by examining the following:

- Barriers resulting from the interaction between individuals with disabilities and the campus environment, for example, access to courses, programs, services, jobs, activities or facilities without accommodations
- Needed modifications and/or auxiliary aids and/or services
- Whether the essential elements of the courses, programs, services, jobs, activities or facilities would be compromised by the proposed accommodations

REQUESTING COURSE ACCOMMODATIONS AND AUXILIARY AIDS

Students need to be aware that accommodations cannot be arranged unless a student initiates a request for accommodation through the DRC and provides the necessary documentation. Planning for accommodations can begin only after these steps have been completed and there has been adequate time to evaluate the request and supporting documentation. Accommodations cannot be retroactive. The procedures listed below are for students who qualify for course accommodations and auxiliary aids and services.

- At the start of each semester, students schedule an appointment to meet with a DRC Specialist to prepare *Course Accommodation Forms* addressed to each of their instructors. These forms certify that students are eligible for the accommodations listed.
- Students are responsible for delivering *Course Accommodation Forms* to their instructors and discussing accommodation needs with each instructor (See Section - Tips When Communicating with Faculty).
- An accommodation, such as requests for alternate formats, assistive technology in the classroom or sign-language interpreters, usually requires sufficient lead-time to arrange. Students who anticipate requiring these kinds of accommodations should make an appointment with a DRC Specialist immediately after they register for courses.
- If approved accommodations are not implemented in an effective or timely way, contact the DRC immediately. DRC staff will work with University personnel and students to resolve any disagreements regarding these accommodations.

- Students who believe they have been discriminated against on the basis of their disability may file a grievance with the University's ADA Compliance Officer. (See Section - Complaint and Grievance Procedure)
- The ADA does not require the University to provide personal assistants, individual tutors or equipment and assistive technology that have been individually prescribed by outside agencies or medical or rehabilitation professionals. Whenever possible, the DRC will refer students to agencies that may provide resources to meet these needs.

Examples of Accommodations and Auxiliary Aids and Services are:

- Extended time, scribes and/or readers for exams and/or quizzes
- Reduced-distraction setting for exams and/or quizzes
- Assistive technology in classrooms and the DRC test-taking facility
- Permission to record a lecture
- Accessible desks and adjustable tables in the classroom
- Large-print materials
- Classroom amplification
- Note-taking support
- Sign-language interpreters
- Captioned films and videos
- Taped or scanned reading material
- Accessible transportation for university sponsored events – on and off-campus

PROVISIONAL ACCOMMODATIONS AND SERVICES

Students, whose documentation of a disability does not fully meet DRC documentation guidelines may be considered eligible for provisional accommodations and services through the DRC. They must agree to submit complete documentation during the semester for which they are currently registered. After the new documentation has been reviewed and deemed appropriate by the DRC, students will become eligible to receive services or supports beginning the following semester.

SCHEDULING EXAMS AND/OR QUIZZES THROUGH THE DRC

Students who have been approved for exam/quiz accommodations are encouraged to work with their instructors to arrange to take exams with the instructor or in the department when possible. When an instructor or department cannot proctor the exam for the student, either because of time conflicts or the unavailability of readers, scribes or access to computers, the exam can then be scheduled at the DRC.

Exams/Quizzes Scheduled in the DRC

- Exams or quizzes must be scheduled to start on the half hour and must be taken during the hours of 8:00 AM to 4:00 PM Monday through Friday.
- During the fall and spring semesters, exams/quizzes must be scheduled **at least one week in advance to ensure space is available**. Discuss alternate arrangements with professors and the DRC if unannounced quizzes are a

possibility. There is more scheduling flexibility during the summer and winter sessions.

- Students pick up a *Test Proctoring Envelope* and take it to their professors to confirm exam arrangements and exam drop off.
- Students should schedule their exams on the same date and as close as possible to the same time as their class. Exceptions to this requirement may be made due to the DRC's inability to have a scribe, reader or computer available at the requested time or due to a student's academic schedule not permitting the full use of allotted extended time. Students needing extended time should determine their start time to ensure that exams are completed **by 4:00 PM.**
- Students requiring exam accommodations for evening or Saturday classes will need to make arrangements with their instructors.
- Exams are taken in one sitting unless a professor has made prior arrangements with the DRC to divide the exam into sections.
- There are several methods to reduce distraction and testing anxiety for eligible students while taking exams in the DRC. In addition to a reduced distraction testing room, students may supply their own ear plugs.
- Students approved for additional test accommodations, such as scribes, readers, computers and/or other adaptive technology, will need to request these accommodations when they schedule their exams.

Please Note: Scheduled exams will not be held if students are more than 15 minutes late. Exams not taken at the scheduled date and time will be returned to the instructor. The student will need to obtain permission from the instructor to reschedule the exam.

Procedures for Taking Exams

- Prior to the start of an exam, staff will remind students of the time they have been allotted based on their approved accommodations.
- Bags, books, cell phones, pagers, beverages and other personal belongings may not be brought into the testing area. Items must be left outside of the testing room and placed in the designated storage area. The DRC will not be responsible for lost or stolen property.
- The DRC must have written permission from the instructor (noted on the *Test Proctoring Envelope*) authorizing the use of notes, books, calculators, etc. When authorization is not noted on the envelope by the instructor, the DRC staff will attempt to contact the instructor for verification. If the instructor cannot be reached, use of these items will be allowed and will be noted on the return envelope.
- Students are discouraged from leaving the DRC while an exam is in progress. Staff will note on the *Test Proctoring Envelope* when a student leaves the testing room for any reason during his/her exam.
- For those students who use a computer as an exam accommodation, only the DRC disk may be used, and nothing may be saved to the hard drive. Exam answers are printed out once and DRC staff will seal them in the *Test Proctoring*

Envelope (no other copies may be made). Students may not use their own laptop for an exam.

- For exams that are scheduled to be taken over two or more sittings, the student may only view the section of the exam that is currently being proctored. Once completed, each section is sealed in a *Test Proctoring Envelope* and is not accessible to the student again.
- DRC staff will perform random paper checks while students are taking their exams.

Please Note: The DRC adheres to the university's policy on academic honesty. If a staff member believes that a violation has occurred, students in violation may lose the right to take future exams in the DRC.

REQUESTS FOR ACCOMMODATIONS IN RESIDENCE LIFE

Accommodations in Residence Life are based on medical, psychological or other disability-related needs and must be supported by documentation. Documentation from an appropriate professional should include:

- A diagnostic statement of the disability
- A clear description of the needed accommodation(s)
- An explanation of how the requested accommodation relates to the impact of the disability

Current students already registered with the DRC who wish to live on-campus for the first time, and who require accommodations in Residence Life, should indicate this need on the Residence Life application (the blue card). This application is available from the Department of Residence Life.

Freshmen or transfer students who apply to live on campus and require accommodations should alert DRC staff after completing the application included in the acceptance packet. Students will need to provide the DRC with supporting documentation outlining specific needs.

Every effort will be made to provide requested accommodations; however, it may be necessary to substitute equally effective alternatives. Students who use wheelchairs or scooters will be assigned wheelchair accessible housing. Availability of housing is limited and spaces are assigned on a first-come, first-served basis. Students who need accessible housing should contact both Residence Life and the DRC to make an appointment when they send in their application to Residence Life.

AUDIO TEXTBOOKS: RECORDING FOR THE BLIND AND DYSLEXIC (RFB&D)

Students with print disabilities, such as blindness, low vision and reading disabilities or with physical limitations, are eligible for taped or digitized textbooks. In order to access services from RFB&D, students must follow the procedures listed below:

1. If not already registered with RFB&D, contact them to become a member. Registration forms and information are available online at: www.rfbd.org.

2. Purchase a *DAISY* CD player that allows users to skip to different chapters, page numbers, bookmark specific pages, etc or purchase a 4-track tape recorder compatible with RFB&D formats (although the former method is preferred due to ease in use). Details of these products are also available at www.rfbd.org.
3. Contact the Campus Bookstore to get more information on assigned books including: titles, authors, publishers and the edition and date of publications. Upon request, the DRC will supply a form to help organize the required textbook information.
4. Contact the instructor(s) directly if the bookstore does not have the instructor's book order. Contact the department chairperson(s) if the instructor(s) is not listed on the course schedule.
5. Contact the DRC if there is a problem in identifying required textbooks.
6. Call RFB&D at (866)732-3585 or contact them on the web at: www.rfbd.org to submit the information required for ordering taped or digitized textbooks.
7. If the book has not been previously recorded, contact RFB&D directly to request special recording of the text.

Please Note: Should RFB&D be unable to provide recorded text material when needed, see the section below.

ELECTRONIC-TEXT, AUDIO AND SCANNED PRINTED MATERIALS: THE CENTER FOR ADAPTIVE TECHNOLOGY (CAT)

The Center for Adaptive Technology (CAT) can perform volume scanning of texts in order to accommodate the needs of SCSU students with print disabilities. This service has been developed to convert printed text, such as textbooks, into electronic formats for use with screen readers and other text-to-speech reading systems.

TO QUALIFY FOR ELECTRONIC TEXT

To qualify for the electronic format of text books, a student must be a current SCSU student, registered with the DRC, and require the use of a screen reader or text-to-speech program for reading. Generally, these are students who have a visual disability, reading disability, learning or perceptual disability, or a physical disability that prevents them from holding or manipulating information in print form.

HOW VOLUME SCANNING WORKS

Once it has been determined that textbooks will be required in electronic format, the CAT can begin the process of creating an electronic version of the text.

Students must own the books to be scanned in order to comply with copyright law. Students should purchase books as early as possible so that an electronic version can be ready for the start of the semester. Students should make their request at the CAT for the electronic format of textbooks **at least two weeks in advance when possible**. Other reading materials, such as journal articles, class syllabi or class handouts, can be

provided in alternate formats in less time. The earlier a request is made, the sooner the material can be provided.

PROCEDURE:

1. The student brings the purchased book or other reading material to the CAT and completes the Electronic Text Form. On the form, the student indicates the desired file format (MS Word, text only, Kurzweil 3000, etc.) Scanning jobs are processed in order of request date.
2. The CAT researches the availability of the book in electronic format from other sources, such as the publisher and e-text exchange repositories. Even if the book is available through these outside sources, the student must own a print copy to receive the electronic version.
3. If the electronic version of the book is not available elsewhere, the CAT can scan the entire book using the volume scanner. This process requires the book's binding to be removed, since the pages are fed into the scanner's sheet feeder. Students requesting this type of scanning sign an authorization form allowing the CAT to have the binding removed. The CAT will not rebind books; however, TYCO provides binding services for a minimal fee.
4. The CAT makes every attempt to provide the electronic version of a book as quickly as possible. However, the completion time for any scanning job depends on several factors, including the current demand for book scanning, the size and condition of the book, graphic elements, and the subject matter. Additional time may be required for proofreading and editing the text or creating zones for its use in Kurzweil 3000. Please keep in mind that the CAT is busiest at the start of the semester, so it is important to make requests early on.
5. The electronic version of the book is saved to a CDRW provided by the CAT. Students must agree not to make additional copies of the electronic version, which would be in violation of copyright law. The unbound hard copy of the book is returned to the student.
6. Math and science books containing graphic equations, formulas, and symbols cannot be scanned for use with a text-to-speech reader, since screen readers will not recognize such elements. For blind students, these books are best accessed by using a live reader.

Please Note: Students may choose to scan their own books using Kurzweil and a flatbed scanner. CAT staff is available to train students in this process. In some cases, this may be a faster way to scan material that is needed immediately, depending on the current demand for the volume scanner and the material to be scanned. Kurzweil stations are located at the CAT in EN B-17 and in Buley Library on the ground floor, first floor and second floor.

SIGN-LANGUAGE INTERPRETERS

Interpreting services are contracted through the Connecticut Commission on the Deaf and Hearing-Impaired (CDHI). Other agencies may be called to provide interpreting services when CDHI is unable to provide them. The shortage of certified sign-language interpreters in the State poses a serious concern in ensuring the

availability of this support for deaf students. For this reason, students who use interpreters are eligible for early registration. As soon as students register for class, they should give the DRC a copy of their schedule of classes so that the process of securing interpreting services can begin. Switching of sections or making other schedule changes may cause delays in ensuring the availability of interpreters. Inform the DRC promptly of any course schedule adjustments so there is sufficient lead time to accommodate the request.

In addition to the provision of sign-language interpreters, deaf and hard of hearing students are eligible to receive note-taking assistance. A paid or volunteer student notetaker is hired to attend each class session. For further information, see the section below on Academic Assistants.

Cancellation of Interpreter Services

When students know in advance that they will miss class, it is their responsibility to call the cancellation number at CDHI (860-566-7414) between 8:30 AM and 5:00 PM. CDHI requires that there be at least 48 hours notice of cancellation. If students do not cancel prior to the 48 hour cancellation notice, Southern is still obligated to pay for the interpreting service.

Late Arrival or Failure to Attend Class

Students who arrive late to class cannot expect their interpreters or notetaker to remain in class after a waiting period of fifteen minutes. Students who are absent from class are not entitled to notes unless they have received prior approval from a DRC Specialist. Students who miss two scheduled classes without canceling interpreting services are required to meet with DRC staff to discuss continuation of this service.

Absence of Interpreters

At the start of the semester, students should discuss with their instructors and notetaker an alternate plan in the event that the interpreter does not show up for class. Students who can demonstrate that remaining in a class would not be beneficial without an interpreter, may be permitted to leave; however, their notetaker should stay to take notes for them.

Working with Interpreters

Students who experience difficulties working with interpreters are encouraged to make an appointment with a DRC staff member to discuss their concerns.

ACADEMIC ASSISTANTS: NOTETAKERS, READERS, LAB AND LIBRARY AIDES

An academic assistant can function as a notetaker, reader, library or lab assistant for a student with a disability who has been determined eligible for this auxiliary aid. At the start of each semester, the DRC compiles a list of students interested in being hired to work as academic assistants. Students requesting this assistance can also recruit their own assistants with guidance from DRC staff.

To qualify for funding for academic assistants through the DRC, interested students must meet with a DRC Specialist at the beginning of each semester to verify documented need. Students approved for this service sign a contract to establish the number of hours of assistance authorized and the method of payment to be used.

Academic assistants must also meet with DRC staff to complete necessary forms prior to starting their assignments.

Students who receive funding for academic assistants through the Bureau of Rehabilitation Services, the Board of Education and Services for the Blind or the Veteran's Administration should inform the person that they have hired the source of their funding and the method of payment.

Notetaker Assistance —Volunteers/Stipend

The DRC assists eligible students seeking notetakers by notifying their instructors of this need through the *Course Accommodation Form* and the *Sample Classroom Notetaker Request*. This information directs the professor to ask if someone in the class would be willing to either volunteer to take notes for a student with a disability or perform this service and receive a small stipend at the end of the semester. As a backup, DRC students are encouraged to identify a second classmate for notetaking purposes in the event that the designated notetaker is absent.

Notetakers must register at the DRC and complete necessary forms prior to starting their assignment. If a volunteer requests a stipend, he or she must keep a detailed log of approved classes. To receive a stipend, the student notetaker can not be employed elsewhere on campus. Please be aware that students who are receiving a classmate's notes are not entitled to these notes when absent from class unless authorized by a DRC staff member.

Notetaker Assistance—Paid Hourly

A paid notetaker is secured for students who are deaf or hearing impaired and others who qualify for this service as determined by the DRC. Paid notetakers must keep a record of the hours they work and have the hours verified by the student who employs them and by the DRC. Paid notetakers cannot work elsewhere on campus.

Access to DRC Copier

Permission to use the DRC copier is reserved for students who have been given the accommodation of a notetaker. It is to be used **for class notes only**; it cannot be used to duplicate textbook material or class handouts.

Please Note: The student with a disability is responsible for obtaining notes or other material covered in class whether using taped lectures, notes of a classmate or a paid notetaker.

PERSONAL ASSISTANTS (PAs)

The DRC assists students with recruiting a pool of potential personal assistants. Personal assistants work directly for the student with a disability. Students who use PAs are responsible for securing, training, supervising and paying their assistants.

As a service to students, the DRC has applications on-line for students who are interested in becoming a personal assistant. Completed applications are passed on to students with disabilities who then make direct contact with the prospective PA. The pool of applicants are not interviewed or screened by the DRC. Students should begin to recruit PAs as soon as they know their schedule for the upcoming semester.

While students may find the DRC helpful in identifying PAs, they may also need to advertise independently and broaden their search beyond the campus community. The DRC will copy and distribute flyers on-campus for students who provide them. Flyers should state all pertinent information regarding students' needs.

For additional information on managing personal assistants, request a copy of the "DRC Personal Assistants Informational Manual", which offers helpful information on recruiting, hiring and training PAs, or find it online at the DRC website at: www.southernct.edu/departments/DRC.

SERVICE ANIMALS

Service animals are certified and trained to assist people with disabilities in routine activities of living. According to the Americans with Disabilities Act of 1990 (ADA), a service animal describes any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals who are blind, alerting individuals who are hearing impaired to doorbells or telephone calls, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items. The animal is not a pet, but a trained service animal.

Service animals are permitted to accompany a person with a disability everywhere on campus. However, some places, such as specific research labs, mechanical rooms and areas where special protective clothing is required, may not be safe for animals.

Owners of service animals are responsible for the following:

- Animals must be licensed in accordance with local regulations
- Animals must have all appropriate vaccinations
- Animals must be in good health
- Animals to be housed at the university must have an annual clean bill of health from a licensed veterinarian
- Animals must be on a leash at all times
- Animals must be under control at all times
- Waste disposal

Owners of disruptive and aggressive animals will be asked to remove them from university property. If improper behaviors happen repeatedly, the animals will not be allowed to return to campus until their owners correct the behaviors. Such corrections as recommended by the university may include muzzles for barking dogs and refresher training for the owners and animals.

DESIGNATED SECTIONS OF COURSES

The university offers designated sections of courses in several subject areas. A designated section of a course has the same course content and standards as the other sections of the course and differ only in the provision of additional supports. Because they are designed to address the needs of those students whose disabilities significantly impact them in the subject area, students must secure permission from the DRC before registering.

Mathematics (MAT 095, 101, 102, 103, 107)

There are no waivers or substitutions given for the math requirement at Southern. Some students with disabilities have significant difficulty meeting the basic university math requirement due to a math-related disability. Additionally, these students may have experienced inadequate preparation, lowered expectations by school systems or a combination of these factors. Each semester, in conjunction with the Mathematics Department, the DRC offers supported designated sections of Math 095 (Elementary Algebra), Math 101 (Intermediate Algebra A) Math 102 (Intermediate Algebra B) and Math 103 (Mathematics for Liberal Arts). In addition, during alternate semesters, a supported designated section of Math 107 (Elementary Statistics) is offered.

Examples of support may include copies of class notes and individual tutoring sessions. To enroll in a designated math section, students must contact the DRC to discuss their documented math-related disability and sign a contract detailing their responsibilities for the course. Students in these sections must adhere to the terms of the contract in order to continue in the sequence of supported designated math sections.

Understanding Self and College (CSP 100) -- Transition/Student Success Course

Each semester CSP 100 is open to all students with disabilities to help them negotiate college life. CSP 100 can help students to understand and manage their disability, acquire study skills and compensatory strategies, identify appropriate accommodations, and direct their own learning by promoting self-determination.

FOREIGN LANGUAGE SUBSTITUTIONS

For students whose disability significantly impacts their ability to fulfill the university's foreign language requirement, the university has established a procedure to petition for an approved substitution course(s) in lieu of the requirement.

To establish eligibility for a foreign language substitution(s):

1. Make an appointment with a DRC Specialist.
2. Fill out a DRC Intake form if one is not already on file.
3. Complete and submit a DRC *Foreign Language Self-Report*.
4. Provide a personal letter addressing past problems with foreign language learning.
5. Provide appropriate documentation of the disability to be reviewed by DRC staff. No course substitutions are granted unless documentation substantiates the need for a course substitution.
 - If students do not have the necessary documentation, a DRC Specialist will discuss documentation guidelines and community resources available to obtain the needed diagnostic evaluation. Students pay for their own evaluation.
 - An evaluation does not guarantee a diagnosis of a disability that would qualify for a course substitution.

- Once the evaluation has been completed and forwarded to the DRC, students must make a follow-up appointment with a DRC Specialist to discuss the results of the evaluation.
6. Students who are determined eligible will complete Part 1 of the *Petition for a Foreign Language Substitution Form* with a DRC Specialist.
 7. Students will select a substitute course(s) from an approved list - one course for a B.S. degree and two courses for a B.A. degree. A substitution course may not be used to fulfill any other requirement except L-Course requirements. Be sure that the correct number of substitute courses is selected if your degree program should change after completing the initial foreign language paperwork.
 8. Make another appointment with the DRC to complete Part 2 of the *Petition for a Foreign Language Substitution Form*, after successfully completing the approved substitution course(s), which is then sent to the Foreign Language Department. The Foreign Language Department forwards the waiver to the Registrar's office so that the student gets credit for the substitution courses. Students should keep a copy of this completed form.

Please Note: An evaluation that supports the need for a foreign language substitution may not meet the university's documentation requirements to qualify for other accommodations and auxiliary aids or services.

COURSE SELECTION AND REGISTRATION ASSISTANCE

DRC Specialists can assist students with course selection and registration to address disability-related concerns; for example, balance of course load, number of credits taken, accommodation planning and eligibility for supported designated sections.

While working with students, the DRC Specialist will access the students' Banner Degree Evaluation record. The Banner Degree Evaluation record is automatically updated for courses completed and those in progress; however, students should bring with them a list of possible courses for consideration when seeking registration assistance.

Because DRC Specialists are not academic advisors, students who have chosen their majors or who have earned 45 credits should consult with their academic advisor before meeting with a DRC Specialist.

PLANNING FOR USE OF ADAPTIVE TECHNOLOGY OR ALTERNATE FORMATS IN THE CLASSROOM

Students who require assistive technology or alternate formats to participate in courses may need training on the technology or may need to work with the DRC and Center for Adaptive Technology to implement these accommodations prior to the start of the semester. Training is available by appointment at the Center for Adaptive Technology (CAT). Early planning is essential, as training may take up to a full semester, depending upon the technology needed. Students who anticipate a need for assistive technology and/or alternate formats should notify the DRC and Center for Adaptive Technology as soon as possible. For more information, see the section on Adaptive Technology on Campus.

EARLY REGISTRATION

An earlier registration date is granted to those students whose accommodations require additional lead-time to ensure that they are in place at the start of the new semester. The following students may be eligible for Early Registration:

- Students who use alternate formats such as e-text, captioned videos, etc.
- Students who use personal assistants or academic assistants (notetakers, readers, lab or library assistants)
- Students who use sign-language interpreters
- Students who have documented medical needs
- Students who use assistive technology in courses and/or classrooms

Please Note: Students using academic assistants, sign-language interpreters and assistive technology in courses and/or classrooms must give the DRC a copy of their schedule as soon as they register.

DISTANCE LEARNING

Distance Learning for Southern DRC Students

It is important that students request accommodations as soon as they register or prior to the start of the course, as online accommodations may take time to arrange. It may also be helpful if students contact their professors to request a copy of the course syllabus and to inquire about the format of the class, as well as tests and exams.

Students will then need to make an appointment with a DRC Specialist to discuss accommodations. The DRC will e-mail completed accommodation forms to the student requesting accommodations. Students are responsible for ensuring that professors receive their accommodation form. After receiving accommodations from the DRC, students will need to correspond with professors again via e-mail or telephone to finalize arrangements.

Distance Learning for Students from Other Colleges

Visiting students who plan on taking online courses sponsored by SCSU must submit documentation of a disability prior to the start of the course, contact the DRC to receive an intake form and set up an appointment with a DRC Specialist to arrange accommodations. If a student is out of state, appointments with a DRC Specialist can be arranged via telephone or e-mail.

Accommodations are based on documented need. (See section on Documentation Guidelines and Accommodations). Once eligibility for services and accommodations has been determined, the DRC Specialist will complete accommodation forms and send these to instructors. It is the student's responsibility to follow up with the instructor via e-mail or telephone. If there is a problem with the implementation of accommodations, students should contact the DRC immediately.

SCSU Students Taking Distance Learning Classes at Other Colleges

SCSU students taking online courses at another University must check SCSU's policy on transferring credits. To arrange for course accommodations, students with disabilities must contact the college or university sponsoring the course to find out their disability documentation guidelines and procedures. Students will need to submit

appropriate paperwork and follow the sponsoring institution's guidelines. SCSU disability polices may not be applicable at another college or university.