

General Procedures to Obtain Accommodations in Post-Secondary Education Programs

Disclaimer: *It is important that you communicate with the Students' with Disabilities Office on your prospective college campus for specific information regarding procedures, and required documentation. In addition, as you are researching colleges and/or visiting college campuses, it is essential to visit or talk with the Disabilities Office to learn about the accommodations and services they provide to help you make your final decision.*

PROCEDURES

1. The young adult should **make an appointment** with a counselor/representative in the **Students with Disabilities Office/Office of Disabilities Services/Special Services/Accessibilities Office** on your prospective college/university campus. You need to disclose your disability and provide documentation to obtain the needed accommodations. This self-disclosure is the only way the college is going to be aware of your needs. During your meeting, be prepared to discuss your disability, your academic strengths, areas of need, and what accommodations you **NEED** to be successful.
2. Provide a **copy of your evaluation or most recent reevaluation report**. This is the most important document to submit. The disability coordinator will read the report, and review the educational test results to determine what accommodations you are eligible for.
3. Provide a **copy of your IEP or 504 plan** for reference purposes. They may review the document to see what accommodations you were provided in high school that helped you be successful. **Remember there are no IEP's in college**, they do not carry over. Once you graduate from high school this document is terminated.
4. If the Students with Disabilities Office determine you qualify for accommodations, they will provide you with an **Accommodation Letter**. The next step is you will personally give the letter to each of your professors. The disabilities office will NOT inform your professors. In addition, you have the freedom to determine which professors you inform or not.
5. It is strongly recommended and advantageous to **make an appointment with your professors** before the first class or at the beginning of the semester, during their office hours. Use this meeting as an opportunity to discuss your accommodations and give him/her the letter. Professors typically are helpful and understanding, but you need to approach them. Please, do not wait until you don't perform well on the first exam to give the professor the letter. **Be an advocate for yourself early**. This is crucial for success.
6. Professors **MUST** keep the information confidential and **MUST** provide the accommodations that are specified in the letter.