



## Andrew College Office of Disability Services

### A Guide to Disability Services

As part of its mission to advance learning and improve lives, Andrew College strives to provide access and opportunity to all qualified students. Additionally, Andrew, like all schools, is required under the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, by law to provide reasonable academic accommodations to students with disabilities.

#### **What is an accommodation?**

Accommodations are modifications or adjustments that allow students with disabilities an equal opportunity to participate in and benefit from educational programs.

There are many categories of accommodations. Appropriate accommodations are provided on an individual, case-by-case basis. Possible accommodations may include: time extensions and use of computers for tests, scribes, readers, or testing in a quiet environment. Accommodations for physical disabilities may include adapting a dorm room or a classroom.

Some accommodations may not be provided. These include personal devices or assistance with personal services. Additionally, schools are not required to alter the fundamental requirements of a class or program. Finally, schools are not required to provide the specific accommodations requested or the ideal accommodation, but are obligated to provide reasonable accommodations, for known limitations.

#### **Disclosure & Documentation**

Students who believe they are entitled to and in need of an accommodation need to disclose this information to the appropriate office or person. At Andrew, the student should contact the Andrew College Office of Disability Services. The student should begin the accommodations request process as early as possible to allow adequate time for accommodations to be set in place.

Additionally, students wanting to request accommodations will need to provide recent professional documentation regarding the disability, which would include how the disability affects the student's academic performance and suggested accommodations. Please look on the back of this sheet to see how to request accommodations at Andrew College.

## **Accommodations Process at Andrew College**

1. Student notifies the Andrew College Director of Disability Services, located in the Focus Lab, of the need for accommodations.
2. Student provides professional documentation of his or her disability.
3. Student meets with Andrew College Director of Disability Services to discuss appropriate accommodations and complete the Request for Accommodations form.
4. Student delivers Accommodations Form to his or her instructors and obtains instructors comments and/or signatures.
6. Andrew College Office of Disability Services staff provides follow up with student to ensure that accommodations are being granted and are effective.
7. Student repeats steps 3 through 5 above for subsequent semesters.

### **Contact information**

Please contact Mrs. Bennie Mattox, Director of Disability Services  
[benniemattox@andrewcollege.edu](mailto:benniemattox@andrewcollege.edu)

### **Privacy**

Andrew College adheres strictly to the Family Educational Right to Privacy Act (FERPA), which does not allow institutions to release information to parents without the permission of the student. Additionally, the Andrew College Office of Disability Services office will not release a student's disability documentation to another institution without the student's written consent. Finally, the Andrew College Office of Disability Services will provide instructors only information that applies to the accommodations a student needs but not information about the disability itself.