

OVERVIEW OF DISABILITY SERVICES PROCEDURE

- The student requests disability accommodations by contacting the Academic Success Center.
- A conversation with ASC staff will be necessary to discuss accommodations and guidelines for documentation from the appropriate qualified professional.
- The ASC staff shares the application link with the student.
- The student completes the application for accommodations and uploads documentation (securing documentation and associated costs are the responsibility of the student).
- Documentation is reviewed by the ASC Resource Team and an accommodation plan is developed.
- The ASC staff contacts the student via the student's CIU email address to review the outcome.
- If approved, the student will sign an E-form agreement and will initiate the accommodation letters to be sent to the appropriate parties responsible for providing the accommodations (professors, dining hall, residence life, etc.).
- The student is responsible for signing the E-form agreement at the start of each academic term and maintaining open communication with the ASC throughout the year.

FREQUENTLY ASKED QUESTIONS

How do you define "disability"?

A disability is a physical or mental impairment that substantially limits one or more major life activities, which can be documented over time, and presents a current functional limitation.

Who might need disability accommodations?

Any student in need of ongoing accommodations due to a disability should apply for services. This includes students with physical, emotional, or learning disabilities, or ADHD.

What about graduate students and older students returning to college?

The ASC is here to serve these students as well.

Can parents coordinate accommodations for their students?

In college, students are expected to take the lead in requesting and managing their accommodations. This includes reaching out to the ASC, attending meetings, and communicating any questions or concerns. While parents can offer support, the ASC works directly with students to ensure they are receiving the accommodations they need.

Do high school accommodations automatically carry over to college?

No. Accommodations from high school do not automatically apply in college. Students must initiate the process by contacting the ASC, providing documentation, and meeting with us. The ASC will work collaboratively with the student to determine accommodations that are logical, reasonable, and necessary for the college context.

What if my physical condition is subject to flare ups and is not consistently the same?

Any known conditions should be documented with the ASC if there might be a time when they will have academic impact. For example, students with chronic fatigue syndrome, seizure disorders, fibromyalgia, etc. should have accommodations in place in case their condition manifests during their academic career.

What is the University's responsibility in providing accommodations?

The University's first responsibility is to maintain the integrity of its academic programs. They are also required to provide reasonable accommodations that do not impose undue administrative or financial burdens on the institution, do not fundamentally alter the nature of a course or program, and do not pose a threat to others. Accommodations are individually designed to level the playing field and provide equal access to University programs.

What supports are available for students under stress or having difficulty with the transition to college?

In addition to the services of the Academic Success Center which provides accommodations for students with disabilities, there are free tutoring services, academic advisors, and counseling services available on campus.

When should I make my request for disability accommodations?

Students are encouraged to make their requests as early as possible, ideally at least thirty (30) days prior to the start of the semester. Deadlines may be necessary in some cases.

What disabilities are often overlooked?

- Dietary restrictions
- Writing limitations (tremors, carpal tunnel, etc.)
- Hearing impairments that are not severe
- Emotional disabilities, especially those not perceived to be academic in nature
- Physical impairments that are subject to flare ups

How do I request accommodations?

Contact the Academic Success Center by phone, by email, by letter, or in person.

