



Student Services
1700 SW College, MO 150
Topeka, KS 66621
(785)670-1629
student-services@washburn.edu

Statement of Accommodations

It is the policy of Washburn University to assure equal educational opportunity without regard to race, color, religion, age, disability, national origin, ancestry, sex, sexual preference, marital, or parental status. The Student Services Office is responsible for assisting in arranging accommodations and for identifying resources on campus for persons with disabilities. Qualified students with disabilities must register with the office to be eligible for services. Student Services MUST have current documentation on file in order to provide services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact Student Services as soon as a need may arise.

Student Services coordinates and provides services it deems appropriate for each eligible student. Among services which have been provided are:

- Orientation to campus for new students.
- Assistance with admissions and registration, when needed.
- Liaison to faculty, staff, administration, community agencies.
- Classroom interpreting services.
- In-class notetakers.
- Reader services.
- Library assistance.
- Tape recorder checkouts.
- Brailled and/or large print materials.
- Test scribe services for examinations and class projects.
- Tutoring referral to established campus programs.
- Assistive technology (training provided).

PROCEDURE FOR SERVICE REQUESTS

1. Voluntary disclosure by the student of the disabling condition(s). This may be initiated by calling Student Services at 785-670-1629 or TDD 785-670-1025, or writing to the Director.
2. Current documentation from medical or other appropriate professionals MUST be on file with this office prior to consideration of requested accommodations. Two options are available (**choose one**):
 - a) Provide documentation on official letterhead. Include description of the disability (testing information and diagnosis within past 3-5 years), how the disability affects the student's academic performance, and suggested accommodations, if possible.
 - OR** b) Provide documentation by requesting medical/other appropriate professional to complete the Disability and Impairment Assessment Form available in our office.

3. Complete a Service Request Form each semester. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of services.
4. Schedule a personal interview between the student and the Director and/or other designee. This interaction is essential as Student Services needs to receive background information from the student and discuss potential appropriate accommodations. Following the interview, the Director will evaluate and determine reasonable accommodations.
5. The student will be informed by phone or e-mail to pick up accommodation letters.
6. Student is responsible for meeting with professors, providing letter from Student Services, and discussing accommodation arrangements.

As stated in the federal regulations, the burden of costs for accommodations is not necessarily a student obligation. However, before Washburn will fund accommodations, the student should contact state vocational rehabilitation agencies and other private organizations to explore financial assistance. When alternative funding is not secured, the university generally has allocated funding for reasonable accommodations.

Examples of accommodation arrangements:

1. Visually Impaired - Reader services can be provided up to one hour per week, per credit hour of class. Cassette players are supplied to the reader. Readers can also provide assistance in research, library projects, and testing.
2. Hearing Impaired - Interpreter services, when available, can be provided up to one hour per week, per credit hour of class. If a qualified interpreter is hired, efforts will also be made to secure a volunteer notetaker. In the event that an interpreter cannot be secured, the University may hire a notetaker for an average of one hour per week, for each credit hour of class.
3. Learning Disabled - Accommodations provided based on assessment of each individual's needs.
4. Testing Accommodations - Testing accommodations must be scheduled at least **five** work days prior to test; test scheduling forms are available in the Student Services Office, Morgan 150.
5. Other Conditions - Accommodations will be determined on an individual basis following an interview between the student and Director. NOTE: The above list includes examples of accommodations. The University reserves the right to provide assistance to meet specific individual needs.

APPEAL PROCEDURE

The Director is authorized by Washburn University to provide reasonable accommodation at his/her discretion. Should the student disagree with the recommendation of accommodations, he/she may appeal in writing to a committee including the Dean of Students and the University Affirmative Action Officer. The committee will meet with the student as soon as practicable. Final determination of the accommodation(s) will be implemented by the committee.