



AdventHealth University

OFFICE FOR STUDENTS WITH DISABILITIES

Disabilities Packet

PLEASE ALLOW 7-10 SCHOOL DAYS FOR PROCESSING YOUR DOCUMENTATION AND NOTIFYING YOUR INSTRUCTORS.

To be eligible for disability-related services, students must have a documented disability as defined by the Federal Rehabilitation Act of 1973, Section 504, and/or the Americans with Disabilities Act of 1990 (ADA). A person with a disability is an individual with a physical or mental impairment that substantially limits one or more major life activities.

Accommodations are available to students whose disabilities include, but are not limited to, attention deficit hyperactivity disorder, deaf or hard-of-hearing, physical disability health-related impairment, psychological and/or psychiatric disability, specific learning disability (such as dyslexia), speech impairment, visual impairment, or other disabilities which require academic accommodations.

School plans such as an Individualized Education Program (IEP) or 504 Plans are **not** sufficient documentation to establish the rationale for accommodations in a college setting. Original documents are not necessary—a copy or fax of the material is sufficient. If documentation is incomplete, or otherwise inadequate to determine the disability and/or reasonable accommodations, the Office for Students with Disabilities will require additional documentation. Documentation costs are to be **paid** by the student.

Steps to Receiving Accommodations:

1. Contact appropriate professional to get documentation of disability (please see appropriate **DOCUMENTATION QUALIFICATIONS FORM**).
2. Complete **ON CAMPUS RELEASE OF INFORMATION Form**
3. Complete **VOLUNTARY DECLARATION OF DISABILITY Form**
4. Complete **TRIMESTER ACCOMMODATION REQUEST Form**

If correct documentation has been submitted and student qualifies for accommodation, The Office will notify each instructor. The instructor will receive an *Academic Accommodation* letter explaining the accommodations necessary for that student.

For each semester, it is the student's responsibility to notify the Office of Disability Services of his or her updated class schedule. A *semester accommodations* form needs to be submitted **each** trimester.

All documentation is **confidential**. At any time, the student may request in writing to discontinue any information-sharing related to his or her disability.

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ADVENTHEALTH UNIVERSITY OFFICE FOR STUDENTS WITH DISABILITIES

ON CAMPUS RELEASE OF INFORMATION

By checking the box below, I authorize the Office for Student Disabilities (OSD) to provide information to and receive information from the following source(s) related to my disability. I may revoke any part of this permission form at any time by providing a written notice to the OSD.

- Academic Dean
- Assigned Advisor
- Center for Educational Technology (Canvas)
- Financial Aid
- Instructors and their Supervisors
- Library / Writing Center
- Registrar
- Student Services
- Other _____

I request that the OSD inform the above checked individuals about my accommodation needs. It is my responsibility to provide the OSD with a completed Request for Accommodations form each trimester.

Student's Name (SIGNATURE)

____/____/____
Date

Student's Name (PRINTED)

Student ID #

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Telephone Home Cell

E-mail Address

