

## How to Register and Request Accommodations

Admitted Doane students who have a disability are encouraged to register with Disability Services for Students (DSS)

The following steps outline the Reasonable Accommodation Process. Start as early as possible to ensure that the necessary accommodations are in place when classes begin and complete the following:

- Registration Agreement and Release of Information.
- When registering, students may also request accommodations.
- The DSS staff will need time to review all requests and then if the accommodation request is approved, meet with the student to implement the approved accommodations.
- Accommodations may be requested at any time.
- Accommodations such as e-text or other services may take time to put in place. Three or four months in advance is ideal.
- Make an appointment by contacting the Disability Services for Students (DSS) office to start the registration process and request accommodations.

Once eligibility is established and the student completes the registration process, he/she may request reasonable accommodations to ensure equal access to University programs and activities. Throughout the registration process, questions are expected and welcome. Students who do not complete the registration process with the Disability Services for Students (DSS) office are not eligible to request disability-related accommodations.

Contact information:

**CONTACT INFORMATION**

Disability Services for Students Office

Doane University

Phone (402) 826-8581

Email [tracey.wyatt@doane.edu](mailto:tracey.wyatt@doane.edu)

Doane University has established Documentation Guidance to describe possible documentation information the university could use in order to make accommodation determinations.

Professional staff reviews documentation and collects information on functional limitations, past accommodations, and current needs. If unsure about what information to submit, Contact the DSS.

DSS staff will review existing or new documentation as soon as possible to render a decision and help you make appropriate arrangements. Meet with a DSS staff person to discuss accommodation requests and learn about departmental policies and procedures.

Students will be asked to complete, if they have not already DSS Registration Agreement and Release of Information. Following DSS policies, professional staff determine the most appropriate accommodations and services. Accommodations are arranged in an individualized collaborative manner, based on appropriate information provided on the disability and an Accommodations Plan document is generated. Student and professional staff person both sign and student receives a copy. Accommodations should be requested at the beginning of each academic semester and at any time additional accommodations are needed. Students receive an Accommodation Plan, a written confirmation of DSS registration and approved accommodation(s). Accommodations cannot be retroactive; they can only be applied to current or future course work or University activities.

Finally the student must meet with faculty to discuss accommodations. If requested, DSS will send a Faculty Notification informing faculty of a student's accommodations. After faculty are notified of the approved accommodations by the DSS office, the student makes an appointment to meet with each instructor individually. It is the student's responsibility to discuss their specific needs with each instructor sufficiently in advance.

## **Appeal**

If a student does not agree with a DSS decision regarding an accommodation, the student may complete the Accommodation Appeal Form, describing the request or challenge. If additional documentation is required to support the request, it is the student's responsibility to provide it. The Accommodation Appeal Form is forwarded to the Disability Services Director or designee who will evaluate the matter and make appropriate recommendations within ten (10) working days of receiving the issue.

Students needing assistance in completing forms should contact DSS. All publications and forms are available upon request, in hard copy or alternate formats through the DSS office.

Doane University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) or Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12132). Section 202 states, in part, that "no individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the

benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."