

# The office of Student access services



# Post secondary admission

- Institutions may not ask about an applicant's disability status.
- They can inquire about the applicant's ability to meet essential program requirements.
- Institutions may not deny an applicant admission because he/she has a disability.
- The student does NOT have to inform the institution of a disability.

# Why student access services is important

- An estimated 9% of students on college campuses have some form of disability
- Only half of these students are utilizing access services on college campuses
- Create and promote an inclusive environment on Bradley University campus through access in the classroom and campus for all students

# What is the Office of Student Access Services?

The Office of Student Access Service, located in Heitz Hall 100, ensures that students with disabilities have equal access to all Bradley University programs, activities and provides students with the opportunity to reach their full potential by:

- Coordinating academic accommodations
- Adaptive Equipment or Assistive Technology
- Promoting independence and self-advocacy
- Providing information and referral to appropriate resources
- Providing Faculty and Staff Resources

# Who Is Eligible for Services?

Bradley University provides services to all qualified students with disabilities as defined by law. A person with a disability means:

- “...an individual who, with or without reasonable accommodations to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential requirements for the receipt of services or the participation in programs or activities...”

# Procedures for accommodations

Check each college websites for specific procedures.

## Step 1 Request Accommodations

Bradley University utilizes an online accommodation application

## Step 2 Documentation

Submit evaluations, neuro psych documents that the IEP or 504 Plans are based of off or the Office of Student Access Services Disability Verification Form

## Step 3 Appointment

Schedule an appointment with the director of Student Access Services.

# Documentation

- Varies among institutions.
- Documentation must show that the disability limits a major life activity.
- Documentation must show how a student's ability to function is limited as a result of the disability.
- IEP or 504 Plan is generally not sufficient, but is helpful in identifying services student used in the past.
- Documentation shared with Student Access Services office is strictly confidential. Students must give written consent before information can be shared.

# documentation

Students are required to provide documentation of their disability prior to the provision of services. This documentation must be provided by the student seeking accommodation as a person with a disability.



# documentation

The professional documenting the disability must be identified by name, title, and professional credentials, provide information about license or certification as well as the area(s) of specialization, employment, and the state/province in which the individual practices. This information should be clearly stated within the documentation.

# documentation

A school plan such as an Individualized Education Program (IEP) or a 504 plan may be insufficient documentation, but can be included as part of a more comprehensive evaluative report.

Neuropsychological assessments or evaluations should be submitted for review with the IEP or 504 Plan.

# What does Access Services do for the Student

- Evaluates the student's documentation.
- Interviews the student to determine appropriate accommodations- students have an unique knowledge of their individual disabilities and should be prepared to discuss the functional challenges they face.
- Assists students in arranging classroom and testing modifications.
- Responds to faculty concerns regarding the student.
- Handles problems as they arise.

# Examples of accommodations

- Extended time for testing (1.5 X or 2.0 X)
- Distraction reduced environment
- Audio format for testing/Human Reader for testing
- Enlarged print or use of magnifier
- Reduced course load
- Note takers
- Use of recording devices in class
- Textbooks in an electronic format

# Institutions are not required to provide:

- Tutoring
- Eyeglasses
- Personal Care Assistant
- Reader for Personal Use or Study

# Difference between high school and college-students

- Be a SELF-ADVOCATE!
- Understand your disability and your functional limitations.
- Accept responsibility for your own success.
- Take an appropriate preparatory curriculum to support your academic goals.
- Learn good time management skills.

# Responsibility of the student

Students with disabilities have the responsibility to:

- meet qualifications and maintain essential institutional standards for courses, programs, services, activities and facilities
- identify as an individual with a disability when an accommodation is needed and seek information, counsel, and assistance as necessary
- provide appropriate documentation of the disability and how it limits participation in courses, programs, services, activities and facilities
- follow established procedures for obtaining accommodations, academic adjustments and/or auxiliary aids and services
- meet and abide by the University's academic, conduct and technical standards

# Responsibility of Bradley university

Bradley has the responsibility to:

- provide information to students with disabilities in accessible formats upon request
- ensure that courses, programs, activities and facilities, when viewed in their entirety, are available and usable in the most integrated and appropriate settings
- evaluate students on their abilities and not their disabilities
- provide or arrange accommodations, academic adjustments, and/or auxiliary aids and services for students with disabilities in courses, programs, activities and facilities
- maintain appropriate confidentiality of records and communication



# Questions?

If you have any questions, please feel free to contact The Office of Student Access Services located in Heitz Hall 100

309-677-3654 (main SAS line)

309-677-2421 (direct line to Liz Gorman)

[sas@fsmail.bradley.edu](mailto:sas@fsmail.bradley.edu)

[eagorman@fsmail.bradley.edu](mailto:eagorman@fsmail.bradley.edu)

# Resources

- [https://www.ada.gov/ada\\_intro.htm](https://www.ada.gov/ada_intro.htm)
- <http://adata.org/factsheet/postsecondary>
- <https://www2.ed.gov/about/offices/list/ocr/504faq.html>
- <https://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr104.html#E>
- <http://www.nccsdclearinghouse.org/>