



## **PROCEDURE FOR REQUESTING SERVICES 2016-2017**

**All students, who require special accommodations while attending the College of Southern Maryland, must comply with the following procedures:**

1. Students must register with the Student Success Center/Disability Support Office at least six weeks before the semester begins. Students who do not follow the procedure for services will receive services in a timely manner, after the scheduled students are processed. In order to begin the process, the **student must fill out and return the REQUEST FOR ACCOMMODATIONS form** to the Disability Support Services Office.
2. Potential accommodations will be discussed with appropriate documentation.
3. Students must provide recent documentation of their disability from an appropriate licensed professional. For medical disabilities, documentation must be provided by a medical doctor. For Specific Learning Disabilities, a psycho-educational evaluation is appropriate from a psychologist, vocational rehabilitation counselor or other qualified licensed professional. For psychological disabilities, documentation must be provided by a psychologist or psychiatrist. An Individual Education Plan (IEP), 504 Plan, or exit document from high school may not be sufficient documentation of a disability but can be used as supporting documentation. Please see individual documentation guidelines for a more thorough overview.
4. Documentation for all disabilities must include the functional limitation of the disability and the impact of the disability in an academic setting. All documentation must be on letterhead, typewritten with the evaluator's name, credentials, telephone number, and follow the published guidelines for the specific disabilities provided by the college.
5. Upon receipt of appropriate documentation, the Disability Support Services office will meet with students to review and determine appropriate and reasonable accommodations. An accommodations plan will be drafted with student input.
6. The College of Southern Maryland reserves the right to send any documentation received to outside evaluators contracted by the College. This evaluation will be done at no cost to the individual.
7. Students who are requesting texts in alternate format must follow the procedure and complete the "Request for Text/Books in Alternate Format" form each semester and return it to the Disability Support Services Office in a timely manner.

8. Students who are requesting interpreters or scribes must follow the procedure and complete the "Student Request for Interpreter Form" or the "Student Request for Scribe Form" and return it to the Disability Support Services Office in a timely manner.
9. All requested accommodations must be supported by documentation. Students are required to fill out and return the Request for Accommodations form to the Student Success Center (SSC)/Disability Support Services Office **each semester** they register for classes and are requesting services.
10. Students must pick up their accommodations letter from the Disability Support Services Office at the campus that is convenient to them. All accommodations letters must be read and signed by the faculty and student. The original must be returned to the Disability Support Services Office.
11. Students enrolled in only online courses must contact the Disability Support Services office either by phone or email to discuss requesting accommodations.
12. If a digital recorder is used to record lectures and labs, it can only be used by the student. Taped lectures or labs that are accommodations may not be shared with others and/or sold in any form.
13. Students with disabilities have the same responsibilities as all other students regarding class attendance and assignments. Students who are or may be absent due to illness or hospitalization must contact their professor and/or the ADA Coordinator in the Student Success Center/Disability Support Services Office to discuss arrangements for making up assignments.
14. Students who are over 18 should contact the college to schedule an appointment and must be engaged in the transition process. Students may choose to bring any individual to the intake meeting; however, students will be expected to facilitate their own meeting and advocate for themselves unless the disability prevents them from doing so.

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**Signature:**

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**Date:**

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**Parent/Guardian Signature if student is under 18:**

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**Date:**