**At the Beginning of the Semester**

Once students have been accepted into an academic program at the University of Idaho, they are encouraged to begin the process for obtaining accommodations. As the review and development of accommodations may take several weeks, students are strongly encouraged to initiate the process well before classes begin. Documentation can be faxed, mailed or sent via email. Documentation of a disability must be provided to Center for Disability Access and Resources prior to the student’s appointment with CDAR Professional.

**Requesting Accommodations**

Students who wish to receive accommodations through Center for Disability Access and Resources must meet with a CDAR Professional each semester. Accommodations must be appropriate and related to the disability described in the documentation provided. It is the student's responsibility to provide this documentation in a timely manner. It is also the student's responsibility to keep CDAR informed in a timely manner of any changes that would affect their disability-related accommodations.

The following steps must be completed:

1. **Provide Disability Documentation**

The University of Idaho requires that students with disabilities who seek accommodations provide appropriate disability documentation of their disability in order for CDAR to determine eligibility as a qualified individual with a disability and to determine appropriate academic accommodations for that student. It is the student's responsibility to provide this documentation in a timely manner.

In general, disability documentation must be provided by a physician, psychologist, audiologist, or other licensed professional appropriately qualified to diagnose the specific disability of the individual. **If documentation is older than three years, students can receive accommodations for a one-year grace period.** During that time we request that students provide our office with current, updated documentation.

**For learning disabilities**: Documentation must be a comprehensive assessment of aptitude/cognitive abilities and academic achievement and the resulting diagnostic report. **Note: While a 504 or IEP is beneficial, it is not a substitute for a psychological or psycho-educational evaluation.**

The documentation must:

1. Be on **letterhead** from a physician or licensed professional
2. Have a **signature** of the physician or licensed professional
3. List a **diagnosis**, a date of the diagnosis, the likely duration of the diagnosis, and the limitations that arise from the diagnosis.

 Recommendations of accommodations are helpful, but not required.

1. **Meet with a CDAR Professional**

Once the documentation of a student’s disability is received and a student’s eligibility is established, the student must set up a meeting with a CDAR Professional to determine appropriate accommodations. Accommodations will be re-evaluated each semester to determine efficiency and usefulness. **To set up an appointment call (208) 885-6307**.

**Director of Center for Disability Access and Resources**

 Amy Taylor, LMSW

 Room 127, Pitman Center

 amyet@uidaho.edu

**Assistant Director of Center for Disability Access and Resources**

 Christin Fort

 Room 127, Pitman Center

 cfort@uidaho.edu

1. **Meet with Program Specialist**

After a student and their CDAR Professional have determined the appropriate accommodations, the student must meet with the Specialist for the program(s) which provide the accommodations to the students:

**Testing and Notetaking**

 Teresa Davi

Room 127, Pitman Center

 cdar-testing@uidaho.edu

**Assistive Technology and Alternative Textbooks**

 Eric Matson

Room 127, Pitman Center

 atext@uidaho.edu

**Captioning Services**

 Brandon Faunce

Room 127, Pitman Center

 captioning@uidaho.edu

**Raven Scholars Program**

 Leslie Gwartney

Room 330, Idaho Commons

 ravenscholars@uidaho.edu

Please contact the Center for Disability Access and Resources if you have any further questions regarding the process for receiving accommodations at cdar@uidaho.edu or **208-885-6307**.