PROCEDURES FOR STUDENTS REQUESTING ACADEMIC ADJUSTMENTS, AUXILIARY AIDS AND/OR ACCOMMODATIONS

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, emailed or sent via email. Documentation of a disability must be provided to DSS prior to the student’s appointment with a DSS Service Provider.

Requesting Accommodations
Students who wish to receive accommodations through DSS must meet with a DSS Service Provider 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 DSS 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 DSS 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.
PROCEDURES FOR STUDENTS REQUESTING ACADEMIC ADJUSTMENTS, AUXILIARY AIDS AND/OR ACCOMMODATIONS

2. **Meet with a DSS Service Provider**
   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 DSS Service Provider to determine appropriate accommodations. Accommodations will be re-evaluated each semester to determine efficiency and usefulness. You may call (208) 885-6307 to set up an appointment.

   **Director of Disability Support Services**

   **Access Consultant/Learning Disabilities Specialist**
   Vacant
   Room 306, Idaho Commons
   angela@uidaho.edu

3. **Meet with Program Specialist**
   After a student and their DSS Service Provider 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 306, Idaho Commons
   dsstesting@uidaho.edu

   **Assistive Technology and Alternative Textbooks**
   Aarika Dobbins
   Room 306, Idaho Commons
   dssatext@uidaho.edu

   **Captioning Services**
   Brandon Faunce
   Room 306, Idaho Commons
   captioning@uidaho.edu

Please contact Disability Support Services if you have any further questions regarding the process for receiving accommodations at dss@uidaho.edu.