

# 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.

875 Perimeter Dr. MS 2537  
Moscow, Idaho 83844-2537

Phone: 208-885-6307  
Fax: 208-885-9404  
dss@uidaho.edu  
www.uidaho.edu/dss

## 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.

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## 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**

Amy Taylor  
Room 306, Idaho Commons  
amyet@uidaho.edu

### **Access Consultant/Learning Disabilities Specialist**

Laurie Racich  
Room 306, Idaho Commons  
ldracich@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](mailto:dss@uidaho.edu).