Disability Services
Student Information
Student FAQs:
Frequently Asked Questions about Academic Services to Students with Disabilities

Does Wilmington College provide services for students with disabilities?
Yes. Academic adjustments and other accommodations are provided for students with documented disabilities to provide equal access to educational programs and services in compliance with Section 504 of the Rehabilitation Act of 1973. Academic adjustments (e.g. testing accommodations) and other accommodations are determined on an individual basis, using disability documentation and consultation with the student.

Is there a separate admissions procedure for students with disabilities?
No. The admissions process and criteria are the same for all students applying to Wilmington College. The Admissions counselors will review all applications without regard to disability status.

Should I send my disability documentation to the Admissions Office?
No. Students who want to use disability services at Wilmington College should submit documentation directly to Disability Services, 1870 Quaker Way - #1283, Wilmington, Ohio 45177.

What documentation is required to receive disability services?
Please refer to the Disability Services website at http://www2.wilmington.edu/src/disability-services.cfm. or call Disability Services at 937-382-6661x684 for more information about documentation guidelines. Eligibility guidelines differ from your high school. An Individualized Education Plan or 504 Plan alone is not sufficient documentation.

When should I give my documentation to Disability Services?
In order to ensure that accommodations requests can be met, students are encouraged to submit documentation at least five months before classes begin.

What happens after my disability documentation is approved?
Students must meet with the Academic Services Director to make accommodation requests and discuss accommodation procedures.

Are tutoring services available?
Yes. Writing and math tutors are available for all students in the Student Resource Center in the Robinson Communications Center. Individual tutors for other subjects are also available on a limited basis. Supplemental Instruction is group tutoring provided for a variety classes.

Is there a fee for Disability Services?
No. The provision of appropriate academic adjustments and other reasonable accommodations is mandatory for institutions that receive federal financial assistance as required under Section 504 of the Rehabilitation Act of 1973.
What kind of services will I be eligible for?
Academic adjustments frequently used by students with disabilities are extended time for test taking, testing in a quiet location, readers or scribes tests, and print materials in electronic formats. Appropriate academic adjustments are determined on an individual basis, using disability documentation and student requests.

Is there financial aid or scholarships specifically for disabled students?
The purpose of financial aid is to help students and families meet educational expenses that cannot be met through their own resources. Financial aid can be either need-based or non-need-based. The results of the Free Application for Federal Student Aid (FAFSA) along with the cost of education will determine whether or not a student has financial need. Costs related to disabling conditions may affect your financial need, but having a disability does not qualify a student automatically for financial aid. Students with disabilities are eligible to be considered for Wilmington College scholarships.

Adapted from: Office for Institutional Equity, Ohio University, 2008

Wilmington College: 2008, last revision 2011
Disability Information for Prospective Students

Disability Services provides advocacy and consultation services to students with disabilities and their faculty. The office also provides appropriate academic adjustments and other accommodations for students’ verified disabilities so that they have an equal opportunity to participate in courses, activities, and programs.

Pre-admissions services: Prospective students are encouraged to contact Disability Services in the early stages of the college search. Pre-admission services include information about support services and academic adjustments, documentation requirements, and meeting with the Academic Services Director.

The application process: The application process and requirements are the same for disabled and non-disabled students. Disclosure of disability is optional and voluntary. Self-identification can assist the admissions office in understanding how your disability affects your academic performance. If you choose to disclose, provide information in essay form and attach it to your application. Disability information disclosed in the admissions process will be shared with Disability Services unless the applicant requests otherwise. Admission to the College will not be based on disability information provided. Admissions counselors review all applications without regard to disability status. Students with disabilities are held to the same academic standards as non-disabled students.

Eligibility for Services and Accommodations
Eligibility for Disability Services is separate from the admissions process. To qualify for Disability Services you must send the Application for Services, the Disability Verification form, and your disability documentation directly to the address below. We will review your documentation and contact you to verify eligibility for services or request additional information. Accommodations are determined on an individual basis using the disability documentation provided and the request of the student. Be advised that the eligibility requirements for disability services at Wilmington College may be different than at your high school. Documentation guidelines are outlined in “Seven Essential Elements of Quality Disability Documentation” and available at http://www2.wilmington.edu/src/disability-services.cfm or from Disability Services. Prospective students are encouraged to meet with the Academic Services Director to discuss services and accommodations.

Summer Orientation
Incoming first-year students will register for fall semester classes during the Summer Orientation program. This full day program provides a wide range of information including advising for fall registration, student life, academic expectations, and college resources and services. First-year students who qualify for Disability Services are encouraged to submit documentation prior to Summer Orientation in order to ensure a smooth transition from high school to college. Students will then be scheduled to meet with the Academic Services Director during the registration component of Summer Orientation.

Disability Testing Information
Disability Services provides advocacy services and ensures appropriate academic adjustments and other accommodations for students with documented disabilities. Disability Services does not conduct or pay for evaluations to document suspected disabilities; however, names of local professionals can be provided.

Disability Services
Wilmington College
1870 Quaker Way - #1283
Wilmington, OH 45177
leighann_oettinger@cinci.rr.com
937-382-6661x684

Adapted from: Office for Institutional Equity, Ohio University, 2008

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Rights and Responsibilities

Wilmington College is committed to insuring equal opportunity for students with disabilities. This process is a collaborative effort among Disability Services, student, and faculty member. All three participants have a role to play in making education accessible. Understanding your rights as well as your responsibilities is essential to the process of ensuring equal access.

Students with disabilities have the right to:
- Equal access to services, programs, facilities, and employment available at Wilmington College.
- Reasonable and appropriate academic adjustments and other accommodations determined on an individual basis.
- Confidentiality of information relating to disability issues.
- Pursue academic adjustment requests that have not been met through a grievance procedure at the Office of Academic Affairs.

Students with disabilities have the responsibility to:
- Self-identify disability status to Disability Services by providing disability documentation which meets the eligibility guidelines.
- Request necessary academic adjustments and other accommodations in advance of need.
- Meet the College’s academic and institutional standards.
- Follow the specific guidelines established for obtaining reasonable and appropriate accommodations.

Disability Services has the right to:
- Maintain the College’s academic standards.
- Request current documentation that meets eligibility guidelines to verify the need for appropriate academic adjustments and other accommodations.
- Select effective academic adjustments and other accommodations in consultation with the student on an individual basis.
- Deny a request for academic adjustments or other accommodations if the documentation fails to verify the need for the requested service or if the documentation is not provided in advance of need.
- Refuse to provide an academic adjustment or other accommodation that is inappropriate or unreasonable in such a manner as to: pose a direct threat to the health and safety of others, constitute an alteration to an essential element of a course program, or pose an undue financial or administrative burden on the College.

Disability Services has the responsibility to:
- Provide advocacy and consultation services to students with disabilities and their faculty.
- Provide appropriate academic adjustments and other accommodations for a student's known disability so that the student has an equal opportunity to participate in courses, activities and programs.
- Provide information regarding policies and procedures to students with disabilities.
- Provide advice about academic adjustments and other accommodation options.
- Maintain confidentiality of disability issues.
Faculty, administration, and staff have the right to:

- Request in writing from Disability Services notification of a student's need for academic adjustments and other accommodations. (Faculty, administrators, and staff do not have the right to access disability documentation.)
- Decide if an academic adjustment request meets the academic requirements of the course (faculty).
- Contact Disability Services to clarify student requests for academic adjustments and other accommodations.

Faculty, administration, and staff have the responsibility to:

- Provide appropriate academic adjustments and other accommodations in a timely manner.
- Meet with students who have provided a faculty notification letter to discuss requested academic adjustments and establish the procedure for providing academic adjustments in your course (faculty).
- Maintain confidentiality regarding disability issues.
- Alter the form of a testing procedure to measure proficiency in course knowledge based on the ability of the student, not the disability. (There may be an exception when the purpose of the test is to measure a particular skill.)
- Refer students who have requested academic adjustments but have not registered with Disability Services to the Office of Academic Services.

Adapted from: Office for Institutional Equity, Ohio University, 2008
Wilmington College: 2008, last revision 2011
Registering with SRC-Academic Services

All students with a documented disability are eligible to receive academic adjustments and other accommodations as stipulated under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other state and federal regulations.

Disability Services assists students in accessing appropriate academic adjustments and other accommodations. Specific accommodations are determined on an individual basis for the purpose of reasonably modifying existing programs and services to allow students with disabilities equal access and full participation at Wilmington College. Students are held to the same academic standards as their non-disabled peers. Academic adjustments and other accommodations are based on the disability documentation presented by the student to Disability Services.

Students who wish to access Disability Services must self-identify and provide verification of their disability in advance of need. To register with Disability Services:

1. Submit the Application for Services and the Disability Verification form accompanied by current disability documentation from a licensed professional to Disability Services.

2. Contact Disability Services to schedule an appointment to discuss eligibility and your accommodation requests.

The Application for Services and the Disability Verification form are available at Disability Services, from the Office of Academic Affairs, and at http://www2.wilmington.edu/src/disability-services.cfm. Students with the following disabilities are currently or have been enrolled at Wilmington College:

- Acquired Brain Injury
- Asperger Syndrome
- Attention Deficit/Hyperactivity Disorder
- Blindness/Visual Impairment
- Chronic Health Conditions: General
- Chronic Health Conditions: Epilepsy
- Deaf or Hard of Hearing
- Learning Disability
- Orthopedic Disability
- Psychological Disabilities
- Speech Impairment
- Substance Abuse Recovery
- Other types of disability

Confidentiality

All inquiries about Disability Services are handled in a confidential manner. Students who wish to use academic adjustments decide whom to inform about their condition through the process of self-identification. With the consent of the student, information from Disability Services about an individual’s disability is provided in limited circumstances on an as-needed basis. Student disability records are stored in locked cabinets. Documentation is destroyed three years after graduation or withdrawal from Wilmington College.

Adapted from: Office for Institutional Equity, Ohio University, 2008

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Accommodations, Academic Adjustments, and Services

Accommodations are modifications to a course, program, service or employment to ensure equal access and opportunity to education. Academic adjustments are accommodations specific to coursework. Services include disability consultation and advocacy provided by Disability Services. Appropriate accommodations are determined through a process of reviewing documentation, considering the request of the student, and evaluating the essential requirements of a course or program. Students with disabilities are held to the same academic standards as their peers. Disability Services provides the academic adjustments listed here in cooperation with other programs of the Student Resource Center and with faculty:

- Early registration
- Early syllabus/readings
- Room changes/classroom accessibility
- Note takers
- Exam accommodations (e.g. extended time for test taking, testing in a quiet location, reader/scribe)
- Alternative media (e.g. electronic texts, enlarged print, Braille)
- Tutoring
- Sign language interpreters and c-print captioning
- Other academic adjustments as appropriate to the student’s needs and disability documentation

Note: Disability Services does not provide services of a personal nature such as attendant care, homework assistance, and typing services.

Common Academic Adjustments - Additional Information:

Early Registration: Under certain circumstances, students who need to work with a certain combination of classes, who need electronic texts, or who must arrange for sign language interpreter services may register for their next term earlier than their scheduled registration time.

Early Syllabus: Students who need alternate format print material or who require extra time to read classroom material may request and receive an early copy of the course syllabus or at least the course booklist as soon as it is available.

Use of Voice Recorder: Students who have auditory processing difficulties or are unable to write at the pace necessary for taking notes may require the use of a voice recorder. Students must let the professors know that their classes are being recorded and agree to erase the recordings at the end of the semester.

Note-Takers: Students who are hearing impaired, visually impaired, have auditory processing difficulties, or are unable to write at a pace necessary for taking notes may require the use of a note taker. The course instructor, student, and Tutor/SI Coordinator collaborate to identify an appropriate note taker.

Extended Time for Test Taking: Extended time for test taking allows additional time for reading, processing, attention, or other adjustments so that the student’s disability does not become a barrier to equal opportunity in education. Extended time does not mean unlimited time. Generally students are allowed twice the amount of time for tests unless a longer time is specified by the faculty member and/or the Academic Services Director.
Readers: It is the responsibility of test readers to read information on the printed page. Students should provide readers with information regarding the best way to read to them (i.e. tone, and reading rate). While reading exams, readers may be requested to repeat questions but are not allowed to explain or reword questions unless previously agreed to by the course instructor and the Academic Services Director.

Scribes: Scribes write down exactly what the student has dictated. Students may review what the scribe has written by reading it or having the scribe read it back to the student. Corrections, such as punctuation and spelling, are the responsibility of the student, though the student may tell the scribe what corrections to make.

Tutors: All Wilmington College students who want to improve skills and performance are eligible for individualized tutoring. Also, weekly group study sessions, called Supplemental Instruction (SI), are available for some courses. SI is designed to integrate learning strategies with course content.

All Accommodations

In order to ensure the timely delivery of services, students are responsible for providing the Academic Services Director with their class schedule for the next semester and requesting academic adjustments as early as possible (i.e., following registration each semester).