

Disability Services Student Information

Student FAQ:

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 - #1245, Wilmington, Ohio 45177.

What documentation is required to receive disability services?

Call Disability Services at 937-382-2444 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 Director of Disability Services 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 accommodations 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.

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 Director of Disability Services.

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. Prospective students are encouraged to meet with the Director of Disability Services 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 - #1245
Wilmington, OH 45177
amber_walters@wilmington.edu
937-382-2444

Adapted from: Office for Institutional Equity, Ohio University, 2008
Wilmington College: 2008, last revision 2019

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 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 accommodations but have not registered with Disability Services to the Office of Disability Services.

Registering with Disability 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. 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.

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 five years after graduation or withdrawal from Wilmington College.

Accommodations and Services

Accommodations to a course, program, service or employment are to ensure equal access and opportunity to education. Accommodations are 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 accommodations including, but not limited to:

- Room changes/classroom accessibility
- Note-Taking Software
- 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)
- Sign language interpreters and c-print captioning
- Other accommodations 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 purchasing of technology or software.

Common Accommodations:

- Electronic Recording
- Note-Taking Software
- Extended Time for Test-Taking
- Readers
- Scribes

NOTE: Tutoring is available to all Wilmington College students who want to improve skills and performance, and is therefore not an accommodation. Individualized and weekly group study sessions, called "supplemental instruction" (SI) are available for some courses. SI is designed to integrate learning strategies with course content.