



Disability Services Request for Academic Accommodations Form

The Office of Disability Services is responsible for coordinating and ensuring equal access for students to courses, programs, services, and activities offered by Mars Hill University. Students are encouraged to initiate the process to disclose a disability and to request accommodations in a timely manner prior to the start of enrollment. Requests for accommodations or services may be made at any time; however, keep in mind that some accommodations may take time to arrange. Be aware that accommodations are not retroactive and cannot be made for events or exams that have occurred prior to the request.

- 1) **Request and Verification:** In order to initiate a request for reasonable accommodations students should submit this form along with supporting professional healthcare and/or psychological documentation (as described on the back sheet of form) to the Disability Services Coordinator:

Email/Scan (preferred method):	kkoontz@mh.edu
Mailing Address:	PO Box 6714 MHU Mars Hill, NC 28754
Delivered:	306 Wellness Center in the Robinson Infirmary Building.
Fax (Please call or email to confirm receipt):	828-689-1445
Phone:	828-689-1410

Regular office hours occur Mondays-Wednesdays 8:30-4:00 during August-May. A more limited office schedule is maintained during June and July, but emails and phone messages are checked regularly.

- 2) **Review:** Once the documentation and request forms are received and reviewed, the Disability Services Coordinator will inform student of the status of the request. Students will be notified of approval decisions or need for any additional action regarding accommodation requests by letter via the individual student's MHU email account.
- 3) **Academic Accommodation Plan:** Students who are approved to receive classroom accommodations must arrange to meet with the coordinator before or within the first few weeks of initial enrollment to develop his/her Academic Accommodation Plan (AAP). The AAP is a document that confirms the approved academic accommodations. Students are generally responsible, unless other arrangements are agreed upon, to provide their AAP directly to their professor/instructor/coach(s). Students must request new copies of the AAP for all subsequent semesters.

Information provided to the ODS is maintained in a confidential manner as outlined in the Family Rights and Privacy Act (FERPA) of 1974. Disability-related records are maintained separately from academic files and are excluded from free access under FERPA. Disability information is shared only on a limited basis within the University only when there is compelling need to communicate specific information with MHU faculty and staff in order to achieve implementation of reasonable accommodations.

MARS HILL UNIVERSITY
REGISTRATION AND REQUEST FOR ACADEMIC ACCOMMODATION SERVICES

NAME _____ PHONE _____

EMAIL ADDRESS _____

PERMANENT ADDRESS _____

ANTICIPATED MAJOR: _____

ANTICIPATED ACADEMIC CLASSIFICATION: *FRESHMAN* _____ *SOPHOMORE* _____ *JUNIOR* _____ *SENIOR* _____

INITIAL SEMESTER FOR REQUESTED SERVICES *FALL* _____ *SPRING* _____ *YEAR* _____

DISABILITY DECLARATION AND INFORMATION

What is the nature of your disability? (Check any that apply)

<input type="checkbox"/> Learning Disability	<input type="checkbox"/> Mobility Impairment	<input type="checkbox"/> Hearing Impairment
<input type="checkbox"/> Attention Deficit Disorder	<input type="checkbox"/> Speech Impairment	<input type="checkbox"/> Visual Impairment
<input type="checkbox"/> Psychiatric/Psychological Disorder	<input type="checkbox"/> Brain Injury	<input type="checkbox"/> Chronic Illness

Other (Please specify): _____

Explain how this disability impacts you: _____

What types of services or accommodations have you received in the past (i.e. in high school or other college)? Please include any equipment or technologies you have used to accommodate your disability.

What services or accommodations do think you might need while you are at MHU? _____

By signing below, I certify that the information provided on this form is correct. I understand that eligibility for specific accommodations/services is determined on an individual basis and only with supportive documentation. I authorize the Office of Disability Services to disclose information about my disability and functional limitations to MHU faculty and staff directly involved in providing academic or support services as needed*.

Student Signature: _____ Date: _____

*All documentation and records provided will be maintained in a confidential manner as outlined in the Family Rights and Privacy Act (FERPA) of 1974. Disability information is shared only on a limited basis within the University and then only when there is compelling reason for the individual seeking the information to have knowledge of a specific aspect of this confidential information. Disability-related records are maintained separately from academic files and are excluded from free access under FERPA.



DISABILITY SERVICES DOCUMENTATION GUIDELINES

Mars Hill University students who are requesting timely, reasonable accommodations on the basis of a disability are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Protection under these laws is based upon professional documentation of a disability that *currently* and *substantially* limits one or more major life activities relative to the general population.

Documentation Guidelines for Academic Disability Accommodation Requests:

In general, documentation of disability should be typed on letterhead stationary or be in a report format and should include the following:

- The signature, printed name, title, professional credentials, and contact information of the evaluator; and date of the most recent evaluation;
- A clearly stated diagnosis or condition;
- A description of the diagnostic methodology used;
- A description of the student's current functional limitations in an academic environment;
- A description of the expected progression or stability of the disability;

Additional Points:

- Documentation should be current within five years. However, each case is evaluated on an individual basis and exceptions may be granted depending upon circumstances and the disability.
- Should a student need a current assessment, assistance will be given in identifying resources where necessary evaluation can be provided. MHU does not pay for nor provide testing and/or diagnosis.
- Documentation should address the student's ability to function in an academic or residential environment and may include recommendations for accommodations. Recommendations will be considered, but MHU is not obligated to provide specific accommodations that fundamentally alter or reduce the academic standards of the University, or modify or waive courses or program requirements. Accommodations are determined on a case-by-case basis in collaboration with the student and in consideration of essential program requirements.
- A secondary school plan such as an Individualized Education Plan (IEP) or 504 Plan does not alone constitute documentation of disability but may be included in a student's overall assessment.
- A physician's prescription pad note is not sufficient as documentation of disability.
- To complete the process following the submission of documentation, students must meet with the Disability Services Coordinator to discuss and plan services.

Information regarding a student's disability is not obtained through the admissions process. Disability-related information and records are confidential and maintained separately from academic records. Therefore all documentation of disability should be sent directly to the **Office of Disability Services**.