



Request for Disability Accommodations

Student's Name: _____ ID#: _____

Date: _____ Email: _____@su.edu Phone: _____

Address: _____

Major or Program of Study: _____

Academic Classification (circle one):

Freshmen Sophomore Junior Senior Graduate Visiting Student Other

Nature of Disability (circle all that apply)

ADD/ADHD Learning Disorder Psychological Mobility Visual Hearing

Other: _____

Accommodations Requested:

The Office of Learning Resources (OLR) facilitates equal access to university programs, events, activities, and services for students with disabilities. The office is committed to upholding the legal, ethical, and philosophical principles of Section 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act (ADA). The OLR ensures that reasonable accommodations and services are afforded to students with disabilities such that they have equal opportunities to achieve their academic and professional goals.

Please note that documentation is required in most cases. Documentation should meet the technical requirements, support the presence of a disability and demonstrate the need for accommodations. If you have questions about documentation, please contact Holli Phillips at (540) 665-4928 or via email at hphillip@su.edu.

Enrollment Management & Student Services
Office of Learning Resources
Academic Enrichment Center, Howe Hall 204
(540) 665-4928
(540) 665-5470 FAX



Student's Rights & Responsibilities

Check each box below to signify that you are aware of your rights and responsibilities as a Shenandoah University student with a registered disability.

- I understand that it is my responsibility to request accommodations and that such a request is not complete until all appropriate documentation has been provided.
- I understand that if I have any difficulties receiving accommodations that it's my responsibility to notify the Director of Learning Resources as soon as possible.
- I understand that it is my responsibility to inform each professor, each semester, of my approved accommodations by presenting the accommodations letter early in the semester.
- I understand that accommodations are not retroactive and are only in effect once turned into the professor each semester.
- I was informed that, if I receive testing accommodations, it is my responsibility to schedule to take that exam with OLR staff (or equivalent procedures at satellite locations). I must also inform my professor at least five business days prior to the test, quiz or exam in order to allow time for the testing center staff to receive necessary materials.
- I acknowledge that accommodations cannot impact the academic integrity of the course.
- I recognize that I have the right to request accommodations that I feel would be helpful. I know that all such requests without precedent will be considered through an interactive dialogue with appropriate parties, including, but not limited to, the Director, my academic advisor, department chairs, deans, legal counsel and administration.
- I understand that information related to my accommodations is protected by the Family Educational Rights & Privacy Act (FERPA). Under FERPA, this information may be shared without a release only under the following circumstances (taken from 34 CFR § 99.31)
 - School officials with legitimate educational interest
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
- I understand that, outside of the parameters listed above, my information will not be shared with anyone, including my parents, unless I have a FERPA release on file with the Registrar's Office.

Signature of Student

Date

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