



REQUEST FOR ACCOMMODATIONS & DOCUMENTATION GUIDELINES

The Disability Services Office (DSO) is committed to providing accommodations to individuals with disabilities to ensure equal access to university programs, services, and facilities. The DSO engages in an interactive process with each student and reviews requests for accommodations on a case-by-case basis.

Process for Requesting Accommodations at KU

In order to receive accommodations, it is your responsibility as a student to identify yourself as an individual with a disability and submit appropriate documentation to the DSO. Incoming freshmen and transfer students may request accommodations upon acceptance to Kutztown University. Current students may request accommodations at any time.

1. **Disclose your Disability**

Complete and submit the *Accommodations Request Form* (included with this document) to the DSO.

2. **Submit Documentation of your Disability**

Review the documentation guidelines beginning on the next page and submit your documentation to the DSO. Documentation of your disability is required to verify your eligibility for accommodations under the ADA and Section 504 of the Rehabilitation Act of 1973.

3. **Schedule an Accommodation Plan Meeting**

Once your documents are received and reviewed by the DSO, you will be notified to schedule a mandatory accommodation plan meeting. Through an interactive process, an individualized accommodation plan will be developed.

Please Note: If you are requesting housing and/or dining accommodations **only**, an accommodation plan meeting with the DSO is not necessary. However, you will still need to submit the appropriate documentation through the DSO.

Common Accommodations

Classroom/Academic

- Preferential seating
- Extended time for tests
- Distraction reduced testing
- Classroom note taker
- Alternative text format

Communication

- ASL Interpreter/captioning
- Captioned videos
- Large print hand-outs
- Accessible documents

Residence Halls & Dining Services

- Single room
- Air-conditioned room
- Semi-private bathroom
- Special diet

University Access

- Elevator access
- Accessible Parking (Public Safety)

Documentation Guidelines

The following guidelines are provided to assist individuals with disabilities, family members, physicians, or other medical professionals in identifying the type of information and documentation needed to determine reasonable and appropriate accommodations for the college setting. **Please Note:** All documentation must be typewritten on letterhead, dated, and signed by an evaluator who has the training and appropriate licensure to conduct evaluations and render diagnoses. The documentation must be recent and include the name, title, professional credentials, and contact information of the evaluator.

If you are disclosing more than one disability and/or diagnosis, please follow specific guidelines and submit appropriate documentation for each disability and/or diagnosis being disclosed. Familiarity and adherence to these guidelines will help to prevent unnecessary delays in the accommodation process.

ADHD and ADD

Submit a copy of the evaluation report in which your diagnosis of ADHD or ADD was made, as well as a copy of your most recent 504 Plan or IEP and most recent Evaluation/Re-evaluation Report from your high school. The above documentation should include all aptitude/cognitive functioning and achievement test scores, as well as information about information processing/cognitive abilities including speed of processing, cognitive efficiency, visual-auditory processing, perceptual-motor processing, executive functioning including memory, concentration, and attention and language abilities including expressive-receptive language and speech.

If you were diagnosed by a physician, submit a letter from your medical provider that includes a statement of diagnosis, description of the symptoms/impact, current treatment methods, description of the impact of the diagnosis on your ability to function in the college environment, as well as any care provider recommendations for accommodations. Also submit a copy of your most recent 504 Plan or IEP and most recent Evaluation/Re-Evaluation Report from your high school, if applicable.

Asthma and/or Allergies

Submit a letter from your treating physician/specialist that includes the following: a statement of diagnosis, description of the asthma/allergy symptoms (e.g. frequency of attacks and triggers), description of specific allergens (e.g. food, environmental), description of current treatment methods and impact of the diagnosis on your ability to function in the college environment, as well as any care provider recommendations for accommodations. If applicable, submit a copy of your most recent 504 Plan or IEP and most recent Evaluation/Re-Evaluation Report from high school.

Autism Spectrum Disorder

Submit a copy of the evaluation report in which your diagnosis of autism spectrum disorder was made, as well as a copy of your most recent 504 Plan or IEP and most recent Evaluation/Re-Evaluation Report from high school. The above documentation should include a description of communication or language skills, social interaction, restricted, repetitive, or other patterns of behavior, sensory functioning, and sensitivity to environmental conditions.

Deaf or Hard of Hearing

Submit a letter from your treating physician/specialist that includes a statement of diagnosis, description of type, degree, and configuration of hearing loss, including frequency and intensity, a description of any audiological technologies currently used (e.g. hearing aids, assistive listening devices, cochlear implant, sign language interpreters, real-time captioning (please include specific brand names, model numbers, if applicable)). Also submit a copy of your most recent 504 Plan or IEP and most recent Evaluation/Re-Evaluation Report from your high school, if applicable.

Learning Disabilities

Submit a copy of your most recent 504 Plan or IEP and Evaluation/Re-Evaluation Report from high school (including aptitude/cognitive functioning and achievement test scores, as well as any information about information processing/

Documentation Guidelines

Learning Disabilities (continued)

cognitive abilities including speed of processing, cognitive efficiency, visual-auditory processing, perceptual-motor processing, executive functioning including memory, concentration, and attention and language abilities including expressive-receptive language and speech).

If you were diagnosed by a private evaluator (i.e. outside the school setting) submit a copy of the evaluation report in which your diagnosis was made, as well as the most recent 504 Plan or IEP and Evaluation/Re-Evaluation report from your high school.

Psychological Disorders

Submit a letter from your treating mental health provider that includes a statement of diagnosis, description of symptoms/impact, current treatment methods, description of the impact of the diagnosis on your ability to function in the college environment, as well as any care provider recommendations for accommodations. Also submit a copy of your most recent 504 Plan or IEP and most recent Evaluation/Re-Evaluation Report from high school, if applicable.

Health Medical or Mobility Impairment

Submit a letter from your treating physician that includes a statement of diagnosis, description of the symptoms/impact, current treatment methods, description of the impact of the diagnosis on your ability to function in the college environment, as well as any care provider recommendations for accommodations. Also submit a copy of your most recent 504 Plan or IEP and most recent Evaluation/Re-Evaluation Report from high school, if applicable.

Traumatic Brain Injury/Head Injury

Submit a letter from your treating physician/specialist that includes a statement of diagnosis, description of the symptoms/impact, current treatment methods, description of the impact of the diagnosis on your ability to function in the college environment, as well as any care provider recommendations for accommodations. When available, the above documentation should include information and test results regarding intellectual and cognitive competence, motor, visual, auditory, and tactile functioning, speech, language, and communication ability, executive functioning including memory, concentration, and attention and academic achievement including reading, writing, math, and oral language. Also submit a copy of your most recent 504 Plan or IEP and most recent Evaluation/Re-Evaluation Report from high school, if applicable.

Visual Impairment

Submit a letter from your treating physician/specialist that includes a statement of diagnosis, description of visual acuity and any visual aids currently used (e.g. glasses, large print type) including visual acuity with these aids, as well as care provider recommendations for accommodations. Also submit a copy of your most recent 504 Plan or IEP and most recent Evaluation/Re-Evaluation Report from high school, if applicable.

Submit your *Accommodation Request Form* & documentation to the DSO:



Fax: 610-683-1520

Email: DSO@kutztown.edu

Mail: DSO; 215 Stratton Admin Center, Kutztown University, Kutztown, PA 19530

Documentation may be submitted at any time; however, students are encouraged to submit their request for accommodations and documentation as soon as the Advanced Registration Deposit (ARD) has been paid.

Residence Hall & Dining Accommodations

Residence Hall Accommodations

Residence Hall accommodations are provided for students with a variety of disabilities in order to provide equal access to campus housing facilities. Under the ADA (Americans with Disabilities Act), it is the responsibility of the student to request accommodations and to provide documentation of a disability that has a significant impact on the student's ability to access and use on-campus housing facilities. Housing accommodations are determined on a case-by-case basis according to documented need.



All requests for housing accommodations must be submitted to the DSO and should follow the process for requesting accommodations found on page one. Requests for housing accommodations should be made as soon as your housing deposit has been paid. If the accommodation request is approved by the DSO, a housing referral will be sent to the Residential Life, Housing and Dining Services Office. A staff member from that office will contact you regarding your housing assignment.

Request for Exception to Residency Requirement Due to Disability

Kutztown University has established a policy that full-time undergraduate students with less than 60 earned credits who are not veterans, married, or living with parents or legal guardians with a zip code within a 30-mile radius of Kutztown, are required to live in a university-operated residence hall.

All requests for exception to the residency requirement due to disability must be submitted to the DSO following the process for requesting accommodations found on page one. Documentation of your disability must describe functional limitations resulting from the disability or disabilities, as well as current impact on daily living activities including living on-campus. Additionally, you need to complete and submit the *Residency Exception Request Form* on your housing account on MyKUHousing.

The DSO will forward justified requests to Residential Life, Housing, and Dining Services. A staff member from that office will notify you in writing via your KU email account regarding the status of your request.

Dietary Accommodations

Kutztown University Dining Services offers a variety of foods that promote healthy lifestyles. Recognizing that some students may have food allergies, Dining Services makes every effort to accommodate individual dietary needs.



- In South Dining Hall an allergen solution serving station, *True Balance*, prepares and serves foods that eliminate seven of the most common food allergens including milk, eggs, gluten, shellfish, tree nuts, peanuts, soy, and wheat.
- In all Dining Service locations across campus, nutritional information about foods being served is posted. Foods containing common allergens, such as nuts, will have additional signage.
- You may request a consultation with a dietitian to discuss any dietary restrictions and to help develop a safe plan for utilizing on-campus dining services.

Requests for dietary accommodations (special diet) must be submitted to the DSO following the process for requesting accommodations found on page one. If the accommodation request is approved by the DSO, a referral will be sent to the Residential Life, Housing, and Dining Services Office. A staff member from that office will contact you regarding your accommodations.

Please note: Students living in campus residence halls, with the exception of Golden Bear Village (apartment style housing with in-unit kitchens), have a contractual/mandatory meal plan.



Kutztown University does not discriminate in employment or educational opportunities on the basis of sex, race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity, or veteran status. To discuss a complaint of discrimination, please contact the University's Title IX Coordinator located in the Office of Social Equity, Old Main A-Wing, Room 02, by phone at 610-683-4700 or by e-mail at pena@kutztown.edu or the Office for Civil Rights located in the Lyndon Baines Johnson Department of Education Bldg, 400 Maryland Avenue, SW, Washington, DC 20202-1100, by phone at 800-421-3481 (TDD: 800-877-8339), by fax at 02453-6012, or by e-mail at OCR@ed.gov.



ACCOMMODATION REQUEST FORM

Disability Services Office
Kutztown University
VOICE: (610) 683-4108
TTY: (610) 683-4499
FAX: (610) 683-1520
www.kutztown.edu/DSO

This information will be kept strictly confidential and will enable us to consider advise you of available support services.

PLEASE PRINT or TYPE

Name_____ KU ID_____ DOB_____

Home Address_____ City_____ State_____

Zip_____ Major_____ KU Email Address_____@live.kutztown.edu

Cell Phone #_____ Home Phone #_____

First Semester of Enrollment at KU_____ Are you a Vet or currently serving in the military?_____

Where will you be living while enrolled in courses? On-Campus Off Campus or Commuting

If your disability is temporary, please check here.

State your disability/disabilities or diagnosis/diagnoses for which you are requesting accommodations.

Describe how your disability or disabilities currently impact(s) you in the following settings.

In school/academically _____ Check here, if no impact in this setting

In social situations/personally _____ Check here, if no impact in this setting

At home/in your daily living _____ Check here, if no impact in this setting

What accommodations are you requesting? (Check all that apply)

Classroom accommodations (Specify: i.e. preferential or accessible seating, note taking assistance, use of technology in the classroom)

Instructional materials (Specify: i.e. alternative textbook format, use of electronic or enlarged print handouts/material)

Testing accommodations (Specify: i.e. extended test time, distraction reduced testing, scribe, reader, use of a computer for exams)

Communication accommodations (Specify: ASL interpreter, FM system, captioning)

Housing and Dining accommodations (Specify: special room arrangements, special dietary needs)

ACADEMIC HISTORY - If you are requesting housing or dining accommodations only, you may skip these questions and go directly to the Disclosure Statement below.

Did you have an IEP, 504 plan or other school-based support? Yes No

What were your grades or grade point average in high school (or last college attended) _____

What type of high school did you attend? (Check all that apply)

Public	Private	Specialized School
Parochial	Boarding	Home school
Charter School	Vocational/Technical	Cyber School

What was the structure of your classes in high school? (Check all that apply)

Over 20 in class	11-20 students in class	10 or less class
General education	Individualized instruction	Special education

Check the areas affected by your disability or disabilities (Check all that apply)

Reading	Writing	Oral expression
Math	Organization	Time Management
Reasoning	Processing	Social skills
Memory/recall	Attention/concentration	Behavior

What support services/accommodations you received in high school? (Check all that apply)

Extra time on tests	Quiet area for tests	Modified tests
Reader for tests	Scribe for tests	Tests given orally
Tests on computer	Note taker	Teacher's notes
Audio/digital text books	Use of a calculator	Guided Notes/study guide
ASL interpreter	FM System	1:1 paraprofessional or classroom aid
Alt format print materials	Break passes	Check-in/check-out person
Assessible seating	Preferential seating	Resource Room

DISCLOSURE STATEMENT

I understand that in the process of arranging for specific accommodations, the DSO may need to disclose limited information about me to other campus personnel. The information disclosed will not be more than is necessary to process the request.

Please sign and date below!

Signature _____ Date _____

Submit completed form to the DSO via fax: 610-683-1520, email: dso@kutztown.edu, or mail: DSO, 215 Stratton Administration Center, Kutztown University, Kutztown, PA 19530.

Kutztown University does not discriminate in employment or educational opportunities on the basis of sex, race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity, or veteran status. To discuss a complaint of discrimination, please contact the University's Title IX Coordinator located in the Office of Social Equity, Old Main A-Wing, Room 02, by phone at 610-683-4700 or by e-mail at pena@kutztown.edu or the Office for Civil Rights located in the Lyndon Baines Johnson Department of Education Bldg, 400 Maryland Avenue, SW, Washington, DC 20202-1100, by phone at 800-421-3481 (TDD: 800-877-8339), by fax at 202-453-6012, or by e-mail at OCR@ed.gov.