



Accessibility Services Registration Form

May Hall 209B | dsu.accessibility@dickinsonstate.edu | 701-502-4364

DSU desires to create an accessible community where individuals with disabilities have an equal opportunity to pursue their educational goals, limited only by their abilities, not their disabilities.

Consistent with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973, individuals with disabilities are protected from discrimination and assured services and accommodations that provide equal access to the activities and programs of the university. To establish that an individual is covered under ADA, documentation must indicate that the disability substantially limits a major life activity. Major life activities include, but are not limited to: performing manual tasks, seeing, hearing, walking, standing, lifting, speaking, breathing, learning, and working. In general, the less apparent the disability, the more information is generally required to assess a student's needs and make reasonable accommodation decisions.

Disability Documentation Requirements:

- Documentation must indicate that the disability substantially limits a major life activity.
- Indicate whether the impact is current and stable or fluctuating (conditions that fluctuate over time may require more recent documentation and ongoing updates of documentation).
- Clearly and specifically demonstrate the need for all of the student's requested accommodations.
- Be provided by a licensed clinical professional familiar with the history and function limitations and impairments. The clinical professional should be someone other than a member of the student's family.
- Be submitted on official letterhead of the professional describing the disability or clinical professional may complete the DSU Office of Accessibility Services provided "Request for Documentation" form.
- Be dated, signed, include the name, title, professional credentials of the evaluator, and information about state licensing and/or certification.
- Students with multiple disabilities should identify all diagnosed disabilities. By doing so, the Office of Accessibility Services is best equipped to make the most appropriate accommodation recommendations.

DISCLAIMER: Documentation from a licensed clinical professional must be submitted to the Office of Accessibility Services in order for accessibility services professionals to effectively provide students with reasonable and appropriate accommodations. Please note, submitting third party documentation does not guarantee that specific accommodations/recommendations can or will be provided by DSU. No disability is the same, therefore, each case will be considered on an individual basis.



Name: _____ EMPL ID: _____

Application Date: _____ Date of Birth: _____

Home Address: _____

Phone Number: _____

DSU email: _____@ndus.edu

Advisor: _____ Major: _____

Estimated Graduation Date: _____

Emergency Contact:

- Name & Relationship: _____
- Phone Number: _____

Do you have a signed FERPA? YES NO

- If yes, who is on the FERPA release? _____

Are you an athlete at DSU? YES NO

- Are coaches aware of your disability/condition? YES NO

Are you now or have you ever served in the military? YES NO

Are you currently living in campus housing? YES NO

- Does a housing director (HD) or residential assistant (RA) know of your disability/condition? _____

Do you have any allergies? Please list. _____

Additional Information:

History

List any and all conditions/disabilities diagnosed by a licensed clinical professional.

How often does your condition/disability occur?

How does your condition/disability affect your performance as a student?

How does your condition/disability affect work and social life?

How does your condition/disability affect your living environment?

What accommodations have helped you academically in the past?



What accommodations have not helped academically or are you not interested in having?

Describe issues you are having within the classroom, housing, or other campus related activities that may require accommodations.

The following reasonable accommodations are requested by the student in order to perform essential academic functions as a student at DSU:

Which of the following do you have difficulty doing? Check all that apply.

- Paying attention in class
- Taking Notes
- Managing Time
- Understanding what I read
- Spelling
- Putting thoughts into words
- Following directions
- Attending classes
- Completing assignments
- Memorizing
- Reading
- Proofreading
- Finishing exams on time
- Being motivated
- Organizing my notes, classes, due dates, etc.
- Asking for help



Authorization for release of information relating to accessibility accommodation(s):

I hereby authorize, _____ (physician, psychologist, psychiatrist, educational diagnostician, other) to release any information required on this form. By signing this form, I understand that once this request for accommodation(s) is processed, I may be required to provide additional documentation, on a case-by-case basis, of changes in my condition. I fully understand that this request for accommodation(s) is based on DSU's need for documentation to support my request for services.

I understand that DSU has no obligation to provide services until appropriate documentation has been received by the appropriate office handling the accommodation on my campus. I further understand that services may be discontinued should documentation not be received within thirty (30) days of receiving temporary services – unless there are extenuating circumstances. I authorize DSU officials (such as staff providing accessibility accommodation services, Provost, General Counsel, Vice President of Student Affairs, Student Wellness Coordinator, Director of Student Life, etc.) to: verify, discuss, transmit, or release information on a “need to know basis only”, the contents of this request form with my physician, psychologist, diagnostician, practitioner, and/or other authorized DSU personnel. This document will be treated as a confidential medical record. I, the undersigned, authorize the staff providing accessibility accommodation services to contact relevant DSU system accessibility services staff to share information pertaining to my accommodation(s) for the purpose of coordinating appropriate services and determining any necessary and reasonable academic adjustments.

I understand that it is my responsibility, as a DSU student, to register each semester with the Office of Accessibility Services to receive accommodations as a student with a disability.

Name: _____

Signature: _____

Date: _____

Accessibility Services Coordinator: _____



My initials below affirm that I am registered with DSU's Office of Accessibility Services as a student with a disability as defined by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Initialing below will signify that I understand that despite my disability,

_____ I must meet the minimum/technical standards as set forth by my program of study and the classes I take with or without accommodations.

_____ I understand that accommodations are determined by the Office of Accessibility Services. Third party documentation does not guarantee that an accommodation/modification for any campus involvement/ activity will be granted if reasonable and appropriate accommodations are being provided by the Accessibility Services Office.

_____ I understand that if I need to make changes to or renew my accommodations letter, it is my responsibility to contact the Office of Accessibility Services requesting these services.

_____ I understand it is my responsibility to schedule all quizzes and exams at least three days in advanced with the Office of Accessibility Services. Failure to do so may result in a zero for the quiz/exam.

_____ I understand that DSU and Accessibility Services has a zero tolerance policy for academic dishonesty. Anyone caught cheating during the proctoring of an assessment will be turned in for academic misconduct and go through the code of conduct violation process.