



Accessing Academic Accommodations

Center for Academic Success and Achievement
Disability/Access Services

Policy

Framingham State University requires all students requesting academic accommodations due to a disability to submit documentation that verifies the disability before receiving accommodations.

Procedure

Step One: Provide Documentation

Students who want to access services must self-identify and provide appropriate verification of their disability to the Disability/Access Services Office at the Center for Academic Success and Achievement (CASA). Documentation will be reviewed and eligibility for reasonable and appropriate accommodations will be determined on an individual basis.

The Disability/Access Services Office is responsible for evaluating the documentation submitted by the student. All documentation must

- be current within three years of the date of enrollment for learning disabilities, ADHD, and Autism Spectrum Disorder
- be current within six months for psychiatric impairments
- be provided by a qualified practitioner.

Please see Documentation Guidelines for more information on supplying sufficient documentation.

The typical time-frame for review of documentation is two weeks.

All documentation is kept confidential in Disability/Access Services and will be accessible only to those making decisions regarding accommodations.

Step Two: Discuss accommodations

Following review of documentation, students who are requesting accommodations must meet with Disability/Access Services in a timely manner. Incoming students or newly-diagnosed students are encouraged to notify Disability/Access Services *before* the start of the semester. Since some services require advance notice to arrange, sufficient lead time is necessary to ensure that auxiliary aids are available by the start of classes. Students with disabilities must give adequate notice to arrange accessible classrooms, to hire American Sign Language interpreters, or to obtain textbooks in an alternative format.

Step Three: Notify faculty

Disability/Access Services will provide Academic Accommodation letters via email confirming appropriate accommodations. Students who require classroom or exam accommodations indicated on the Academic Accommodation letter should meet with faculty as early as possible to discuss arrangements for the semester. If, at any point, an instructor or student has concerns about academic accommodations stated in the Academic Accommodation letters, they should contact Disability/Access Services as soon as possible.