

- 2** Students cannot rely on the University to identify their disabilities nor identify a particular accommodation when a student presents a disability. If a student believes he or she has a learning disability and has not been tested, the student is encouraged to contact the Disability Services Advisor. Neither testing nor assessment is provided by Dominican. However, the Advisor can refer students to an appropriate outside agency. Students must arrange and take financial responsibility for any professional testing and assessment.
 - 3** Generally, documentation of a student's condition must be conducted within the past three years. However, older assessments of conditions that do not change over time may be acceptable. In other instances, such as chronic health or psychiatric conditions, more recent evaluative information may be necessary. The documentation must include the testing procedures followed, the instruments used to assess the disability, the test results and interpretation, and the professional credentials of the evaluator. Students with certain disabilities may be required to provide additional testing or appropriate documentation.
 - 4** Documentation must define the nature of the disability, provide a detailed description of how the student is limited by the disability and clearly state the specific accommodations recommended to help the student achieve academic success. Documentation must be on professional letterhead. Accommodations need not be based on a student's preference.
 - 5** All information and records about the student's disability and accommodations, if any, are treated as confidential information under applicable federal and state laws, as well as under University policies.
 - 6** Students requesting accommodations must schedule an appointment with the Disability Services Advisor no later than the last day to add a class (approximately two weeks after a semester begins) of each semester for which they request accommodation. If a student fails to seek accommodations in a timely manner, it may result in a delay in the receipt of accommodations. Students requesting enlarged type, a sign language interpreter, or a reader must contact the Disability Services Advisor at least one month prior to the start of each semester.
 - 7** The Disability Services Advisor will issue a letter to each relevant faculty member regarding recommendations for accommodations. The letter is signed by the student and can either be delivered in person by the student or through campus mail.
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