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 in-person, 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.

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General Documentation Guidelines

The following guidelines are provided to assist students, family members, physicians, or other medical professionals in identifying the type of information and documentation that is needed to assist in determining reasonable and appropriate accommodations for the college setting. Familiarity with these guidelines will help to prevent any unnecessary delays in receiving accommodations.

1. Appearance of documentation
   Documentation should be typewritten on letterhead, dated, and signed by the evaluator. It should include the name, title, professional credentials, and contact information of the evaluator. Diagnoses written on a physician prescription slip are not acceptable without a written report.

2. Qualifications of evaluator
   Professionals conducting the assessment, rendering diagnoses of disabilities, and making recommendations for accommodations must have the training and appropriate licensure/certification to do so.

3. Currency of documentation
   Reasonable accommodations are determined based on the current impact of the disability. Therefore, it is necessary to provide recent documentation.

4. Statement of specific diagnosis/diagnoses
   A clear statement of the disability should be included in the report and should be based on the most recent edition of the DSM or ICD. A full clinical description may also contain the necessary information.

5. History/background
   This section should include a history of presenting concerns (ongoing difficulties and behaviors) associated with the disability, date of diagnosis, as well as the duration and severity of the disability. Any information regarding the student's prior use of accommodations (in the high school or college setting) will be useful.

6. Diagnostic criteria/diagnostic tests/observations
   A description of diagnostic methods/criteria used to determine diagnosis along with any behavioral observations, test results, and interpretation.

7. Current functional limitations
   A description of the impact of the disability on current level of functioning.

8. Recommendations
   Specific recommendations regarding academic and or residential accommodations, auxiliary aids, and/or services based on the impact of the disability in the college environment.

Submit your Request for Accommodations Form & documentation to the DSO at:

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.
In addition to the guidelines on the previous page, please include the following information for these specific conditions.

**Asthma and/or Allergies**

Documentation should also include the nature of asthma/allergy symptoms (e.g. frequency of attacks and triggers), description of specific allergens (e.g. food, environmental), and current treatment methods.

**Autism Spectrum Disorder**

Documentation should also 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**

Documentation should also include a discussion of type, degree, and configuration of hearing loss, including frequency and intensity. Also, 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).

**Learning Disabilities and Attention Deficit Hyperactivity Disorder (ADHD)**

Documentation should also include information regarding the following:

- Aptitude/Cognitive functioning including test scores from an intelligence or cognitive test such as the Wechsler Adult Intelligence Scale (WAIS) or the Woodcock Johnson Test of Cognitive Abilities
- Academic achievement including reading, writing, math, oral language and test results from an evaluation such as the Wechsler Individual Achievement Test (WIAT) or the Woodcock-Johnson Tests of Achievement.
- Information processing/cognitive abilities including speed of processing, cognitive efficiency, visual-auditory processing, perceptual-motor processing and impact in the college environment
- Executive functioning including memory, concentration, and attention
- Language abilities including expressive-receptive language and speech

**Psychological Disorders**

Documentation should also include medical/educational information related to the student’s needs, the impact of medication on the student’s ability to meet the demands of the college environment, and discussion of co-morbid conditions and their impact in the college environment, if applicable.

**Health Medical or Mobility Impairment**

Documentation should include medical/educational information related to the student’s needs, the impact of medication on the student’s ability to meet the demands of the college environment, if applicable.

**Traumatic Brain Injury/Head Injury**

Documentation should also include information regarding the following:

- Intellectual and cognitive competence
- Motor, visual, auditory, and tactile functioning
- Speech, language, and communication ability
- Executive functioning including memory, concentration, and attention
- Academic achievement including reading, writing, math, and oral language

**Visual Impairment**

Documentation should also include discussion of visual acuity and description of any visual aids currently used (e.g. glasses, large print type) including visual acuity with these aids.
Residence Hall Accommodations

Residence Hall accommodations are provided for students with a variety of disabilities in order to provide equal access to the campus and residential 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 following the process for requesting accommodations found on page one. Requests for housing accommodations should be made as soon as your $75.00 housing fee has been paid. If the request is approved by the DSO, housing accommodation requirements are sent to the Housing and Dining Services Office. If the request cannot be honored for the upcoming semester, the student will be put on a waiting list for consideration as openings occur.

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 guardian 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 and current impact on daily living activities including living on-campus. Additionally, you need to complete and submit to the DSO the Residency Requirement Exception Request Form available at www.kutztown.edu/residencysubmissions.

The DSO will forward justified requests to the Housing and Dining Services Office. You will be notified by the Housing and Dining Services Office in writing through 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.

Requests for dietary accommodations (special diet) must be submitted to the DSO following the process for requesting accommodations on page one. If the request is approved by the DSO, the dietary accommodation requirements are sent to the Housing and Dining Services Office.

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.
ACCOMMODATION REQUEST FORM

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

PLEASE PRINT

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 □

What is your current disability diagnosis? (Check as many as apply or write in the space provided)

☐ Attention Deficit Disorder/ADHD          ☐ Motor impairment (Ambulatory)
☐ Asthma/Allergies           ☐ Motor impairment (Wheelchair)
☐ Autism/Asperger’s           ☐ Psychological/Emotional
☐ Hearing Impairment/Deafness           ☐ Speech Impairment
☐ Learning Disability           ☐ Traumatic Brain Injury
☐ Medical/Health Impairment______________________ ☐ Visual Impairment/Blindness
☐ Other, Specify ____________________________

Describe how your current disability impacts you in the following settings.

In school/academically       □ No impact in this setting
________________________________________
________________________________________

In social situations/personally       □ No impact in this setting
________________________________________
________________________________________

At home/in your daily living       □ No impact in this setting
________________________________________
________________________________________

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

☐ ASL Interpreter/Captioning/FM System
☐ Enlarged Print or Electronic Handouts/Materials
☐ Assistance with Alternate Texts (PDF/Word versions)
☐ University Access (Elevators, Accessible Seating, etc)
☐ Preferential Classroom Seating
☐ Campus Housing/Dining Services
  List specific needs:________________________________________
  _________________________________________________________

☐ Classroom Note Taker
☐ Use of Recording Device/Record Lectures
☐ Early Course Selection
☐ Testing Accommodations
  □ Extended Time
  □ Distraction Reduced Environment
  □ Reader
  □ Scribe

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

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)

☐ Private
☐ Public
☐ Specialized School
☐ Boarding
☐ Cyber School
☐ Vocational/Technical
☐ College Prep
☐ Other

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

☐ 10 or less students in class
☐ 11-20 students in class
☐ Over 20 students in class
☐ General Education
☐ Individual Instruction
☐ Learning Support
☐ Resource Room
☐ Social skills/Strategies
☐ Other

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

☐ Reading
☐ Math
☐ Reasoning
☐ Attention
☐ Organization
☐ Social
☐ Writing
☐ Oral Expression
☐ Memory/Recall
☐ Processing
☐ Concentration
☐ Time Management

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

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

☐ Extra time on tests
☐ Quiet area for tests
☐ Test given orally
☐ Guided notes/note taker
☐ Tasks broken down into steps
☐ Visual checklist
☐ 1:1 paraprofessional
☐ Check in/check out person
☐ Break passes
☐ Reader for exams
☐ ASL Interpreter
☐ Modified tests
☐ Note takers
☐ Exams on computer
☐ Use of calculator
☐ Audio/digital text books
☐ Scribe for exams
☐ Alternative format for printed material
☐ FM System

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.