

## CONFIDENTIALITY

The Office of Disability Services is committed to ensuring that all information regarding a student is maintained as confidential as required or permitted by any law. Any information collected is used for the benefit of the student. This information may include test data, grades, biographical history, disability information, and case notes. Procedures about the treatment of such information have been adopted by Office of Disability Services and are rigorously followed and shared with students.



We strongly recommend that students with disabilities identify themselves early so that the university may better serve and plan for their needs.



Office of Disability Services (ODS) is located in St. Joseph Academic/Health Resource Center, Bldg. 13, 2nd floor, Counseling and Wellness Center.

### Xavier University of Louisiana

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## Office of Disability Services



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New Orleans, Louisiana 70125  
(504) 520-7315

# Disability Services

## Mission Statement

Xavier University is committed to the inclusion of all individuals. In realizing this commitment, we are determined to uphold and maintain all aspects of **Section 504** of the **Rehabilitation Act of 1973** and the **Americans with Disabilities Act of 1990**. In the spirit of these laws, Xavier University **Office of Disability Services (ODS)** provides equal opportunity to individuals with disabilities. "Person with a disability" means any person who 1) has physical or mental impairment which substantially limits one or more major life activities [including walking, seeing, hearing, speaking, breathing, learning, and working], 2) has a [documented] record of such impairment, or 3) is regarded as having such impairment.



Office of Disability Services provides support and assistance to students with medical, physical, emotional and/or learning disabilities, especially those experiencing problems in such areas as academic program, career choice, and adjustment to the college experience and campus environment. Among the services provided, are those related to accessibility of campus facilities, individual counseling, reasonable classroom accommodations, housing and dining services, advocacy for student needs, and referral to appropriate governmental and community agencies.

## Procedure for Receiving Disability Accommodations

**In order to receive appropriate disability accommodations students should follow the steps listed below:**

### For Academic Accommodations

1. The student should contact the Office of Disability Services (ODS) and complete the ODS Intake Form, Release of Information Form, and Documentation Request Forms.
2. The student must provide appropriate documentation that includes a statement of diagnosis and suggested accommodations to validate request for academic accommodations. Documentation must be current, and provided by an appropriate qualified health professional such as a physician, audiologist, psychologist, psychiatrist, or neuropsychologist. Documentation must be submitted before any accommodations are granted.

## Procedure for Receiving Disability Accommodations (con't)

3. Student and Disability Coordinator complete the necessary form and select appropriate/recommended accommodation(s).
4. Student takes the Accommodation Agreement Form(s) to instructors for signature.
5. Student takes the Accommodation Agreement Form(s) to the Academic Dean for signature.
6. Student returns signed form(s) to ODS and professors within one week of receiving them. Accommodations are not valid unless ALL signed forms have been returned to ODS office, Academic Dean's office and the professor's office.

### For Housing / Dining Accommodations

1. Student should contact the Office of Disability Services and complete the Office of Disability Services Intake Form, Release of Information Form, and Documentation Request Forms. This should be done before the deadline set by Office of Housing & Residence Life.
2. The student must provide appropriate documentation that includes a statement of diagnosis and suggested accommodations to validate request for academic accommodations. Documentation must be current, and provided by an appropriate qualified health professional such as a physician, audiologist, psychologist, psychiatrist, or neuropsychologist. Documentation must be submitted before any accommodations are granted.
3. Once all appropriate documentation has been received, Student Health Services (Medical) or Counseling and Wellness Center (Mental Health), Office of Housing & Residence Life, and the Dean of Students are notified of the request.
4. Student Health Services or Counseling and Wellness Center makes a recommendation (based upon the documentation) to Office of Housing & Residence Life.

**\*\*\*Please note that students who are requesting a single room will be assessed at the single room rate.\*\*\***

**\*\* If there are any questions about the process, call the Office of Disability Services at (504) 520-7315**

## Frequently Asked Questions

***What are accommodations and how do I receive them?***

Accommodations are modifications or changes that limit the impact of a person's disability. In order to receive accommodations, you **must** provide documentation of your disability and how it impacts you in the academic environment. Once accommodations are determined, you are responsible for requesting your accommodations **each** semester.

***Who is responsible for getting the documentation I need to apply for services?***

The student is responsible for getting the appropriate and current documentation to the ODS Office. All documentation for ADD / ADHD and learning disabilities **must** be within the past 3 years and all documentation for psychological disabilities **must** be updated annually. All cost incurred is the responsibility of the student.

***Does Xavier University accept Individualized Education Plans (IEPs) from high school?***

No, we do not. IEPs are the bases of a contract between the student and his/her high school. IEPs generally fall under a law known as Individuals with Disabilities Education Act (IDEA). Colleges are not recognized under IDEA. They fall under the Americans with Disabilities Act (ADA) and Section 504.

***Does ODS provide tutoring?***

No, ODS does not provide tutoring. You may contact the department of the course you are having difficulty in for a tutoring referral.

