

## 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 the Counseling and Wellness Center, Corner of Drexel and Pine Streets, 2nd floor.

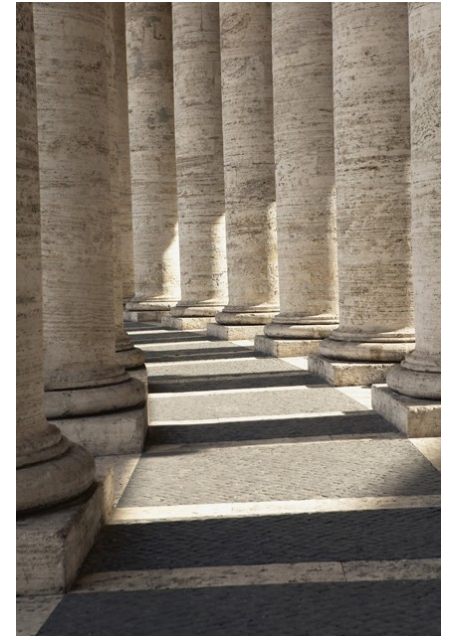
## Xavier University of Louisiana

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## Office of Disability Services



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# 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**. 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, 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:

1. Contacts the Office of Disability Services (ODS), located in the Counseling Center, Bldg. 15, to register for services and setup an appointment with a counselor/coordinator.
2. Complete Office of Disability Services Intake Form, Release of Information Form, Orientation/Agreement Contract and Accommodation Agreement Form(s). Documentation must be presented at the first meeting
3. The student must provides appropriate documentation that includes a statement of diagnosis and suggested accommodations to validate request for academic accommodations. Documentation must be current, and provided by a qualified health professional such as a physician, audiologist, psychologist, psychiatrist, or neuropsychologist.
4. Student and Disability Coordinator select appropriate/recommended accommodation(s).
5. Student takes Accommodation Agreement Form(s) to the Academic Deans.
6. Student brings a copy of the authorized Accommodation Agreement Form(s) to instructors for signatures.
7. Student returns signed form(s) to ODS within two weeks of receiving them.

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

## Frequently Asks 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.

