



CMDA DISABILITY SERVICES

# GUIDE FOR STUDENTS

FALL 2018

## ELIGIBILITY

**You are eligible for accommodations if you:**

- Are qualified for the program(s)
- Are a person with a disability
- Have identified yourself to the university through Disability Services
- Have presented appropriate documentation regarding your disability to the university as required by Disability Services (see documentation guidelines) and require accommodations

## RECEIVING ACCOMMODATIONS

To receive accommodations, you must request them and provide documentation of your disability and how it impacts you. Once accommodations are determined, you must complete a Request for Accommodation Letter form each semester.

**You should provide instructors with a copy of your Accommodation letter at the beginning of each semester.** It is strongly suggested that you do so during your instructor's office hours, or a scheduled meeting, so that you may discuss your accommodation and each other's expectations at the start of the semester.

**You must provide instructors with notice at least three business days before use of an accommodation.**

Accommodations are not retroactive. Accommodations for otherwise qualified students with disabilities do not take effect until you have completed registration with Disability Services and have provided the instructor with your Accommodation Letter. Disability Services cannot require instructors or anyone else to change a student's grades for assignments or exams given prior to the student notifying the instructor of an accommodation.

## GUIDELINES FOR ABSENCES

- If your accommodations include Consideration for Absences and you miss class due to your disability, it is your responsibility to notify your professor as soon as possible about your absence.
- After a disability related absence, the faculty will determine new due dates or make-up test dates. It is

the expectation of the department that this date will be as close to the original date as possible.

- If you have a disability related absence on the due date of an on-going project, the expectation is that you will submit the project upon your return. If your disability rendered you unable to complete the project, you must communicate that to your professor when you notify him or her of your absence and they will determine the new due date.
- Many classes in CMDA are performance based and by nature, absences cannot be "made up." In situations such as this, it is your responsibility to discuss the impact absences may have on your ability to pass the course. If absences threaten the minimum academic standard for course participation, you will be advised to drop the course and complete it in a semester when you are able to perform/attend.
- Faculty are directed by the department to notify DS any time you miss more than two consecutive classes or if your absences are interfering with your ability to complete the course. They are also instructed to notify DS when there is a pattern of absences on test days or days when assignments are due. A misuse of accommodations can result in loss of the accommodation.

## GENERAL GUIDELINES

- Communicate early and often, with both your faculty and your DS advisor.
- Conduct frequent 'self-evaluations' to make sure you feel comfortable with the work-load and expectations you are facing. Discuss concerns with your DS advisor, and be open to conversations about adjusting your class schedule, taking on less, etc.

Above all else, remember that your health comes first!

## CONTACT INFORMATION

**Website:** [www.lsu.edu/disability](http://www.lsu.edu/disability)

**Email:** [disability@lsu.edu](mailto:disability@lsu.edu)

**Phone:** (225) 578-5919