

Student Accessibility and Support Services (SASS)

Understanding SASS and Academic Accommodations



SASS Registration Process

1. The accepted student makes a deposit and receives their Bronc ID.
2. The student must complete the Confidential Self-Disclosure form available on our website.
 - The student must attach any disability documentation to this form so SASS can evaluate the accommodation requests.
3. SASS evaluates the student's documentation.
4. SASS meets with each student for an intake.
5. A committee reviews the academic accommodation requests to determine eligibility.
6. If the student is approved, they are emailed an "Approved Accommodations" letter with a list of their approved accommodations.

Note: Students can register with SASS at any point in the semester!



SASS Registration Process

- Once the student receives their approved accommodations, they must request Letters of Accommodation for their courses.
- Students are responsible for requesting their accommodation letters (LOAs) each semester.
 - Reminders are sent out each semester and the link to request accommodation letters is always available on the SASS website.
 - Students can request their accommodation letters at any time, even though SASS encourages them to do so at the beginning of each semester.



SASS – Federal Regulations

- The Americans with Disabilities Act (ADA) covers both public and private universities.
- Section 504 of the Rehabilitation Act (Section 504) covers federally funded programs and services.
 - As per: <https://adata.org/factsheet/postsecondary>



SASS – Disabilities

Many disabilities are invisible and you may not be able to tell how it impacts the student!

- Learning Disability
 - Difficulty with processing, reading, writing, calculations, etc.
- ADHD/ADD
 - Difficulty with focus, concentration, processing, etc.
- Autism/Autism Spectrum Disorder
 - Difficulty with social situations, sensory processing and emotional regulation
- Traumatic Brain Injury/Concussion
 - Issues with memory, emotional regulation, retention, and more



SASS – Disabilities

Many disabilities are invisible and you may not be able to tell how it impacts the student!

- Chronic Medical/Health Disability
 - Ex: Diabetes, migraines, cancer, Crohn's disease, POTS, etc.
- Psychological/Psychiatric Disability
 - Ex: Anxiety, depression, bipolar disorder, PTSD, schizophrenia, etc.
- Orthopedic/physical Disability
 - Ex: Wheelchair-user, walker-user, etc.
- Blind or Low Vision
- Deaf or Hard of Hearing



Common Accommodations

- 50% or 100% extended time on timed assessments
 - Student is allotted an additional + $\frac{1}{2}$ or double time for timed assessments
 - Applies to in-class or virtual/asynchronous assessments
- Preferential Seating
 - Student needs to sit in a certain location in the classroom
 - Student sits close to the board/screen/lecturer
 - Student sits near an exit
- Audio recording lectures
 - Student may record the audio portion of class lectures.
 - Student may use cellphone or a digital recorder to record classes and listen again later.
 - Student may use a Glean app or Otter.ai app to record lectures.
 - SASS has an agreement that students can sign and provide to professors confirming they will not share their recordings, if needed.
- Distraction-reduced testing environment
 - Student needs to take the exam where there are less distractions
 - Less sounds, less student traffic, etc.



Common Accommodations

- Alternate format textbooks
 - Student purchases a textbook and then requests a digital or otherwise accessible copy from SASS.
 - SASS obtains the PDF/accessible copy from the publisher and the student uses a reader application to listen to the textbooks
- Permission to take breaks as needed/appropriate
 - Students may feel overwhelmed and need to step out
 - They may need to administer medication, privately.
- Use of computer/laptop for note taking
 - Student may not be able to read their own handwriting due to their disability
 - Student may have physical limitations that make it difficult to hand-write for long periods
 - Students may have a system that works for them based on their disability



Uncommon Accommodations

- Flexibility with attendance
 - Additional excused absences beyond those typically allowed in a course may be considered a reasonable accommodation, depending on the course structure
- Flexibility with due dates/deadlines
 - Assignment extensions beyond those typically allowed in a course may be considered a reasonable accommodation, depending on the course structure

Please note: These accommodations are not automatically applied to every absence and every assignment; ***students need to contact the professor each time they plan on using the accommodation.***



Uncommon Accommodations

Course Flexibility Process

1. SASS approves the accommodation(s) based on the functional limitations of the student's disability as evaluated upon intake.
2. SASS sends the Course Flexibility form to the professor.
 - The professor must outline the parameters of how the accommodation will work in their course.
3. SASS reviews the form, and if approved by SASS, the form is shared with the student.

If you're unsure, please contact us and we can walk you through!



Housing/Dining Accommodations

- Housing and Dining Accommodations are assessed based on the severity of student need as supported by medical documentation.

[Housing/Dining Accommodation Request](#)

The application deadline:

- **March 1st** –Returning Students
- **May 1st** – Incoming Freshman and Transfer
- Housing Accommodation applications are separate from Residence Life Housing applications and must be submitted yearly unless there is **permanent** approval



Student Accessibility & Support Services

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