

SAIL

Accessibility/Disability Services

Policies and Procedures

Welcome Aboard! The Student Access for Improved Learning (SAIL) team is here to assist you by ensuring that reasonable accommodations are in place so that you may have equal access to programs and services here at EFSC. In order to do this, there are a few things you need to know and do:

Completed SAIL forms

You will need to complete each of these forms and submit them to your campus SAIL office (or the SAIL office closest to your home if you are an online student).

1. Intake/Access Application Form
2. Release of Information Form
3. Policies and Procedures Form

Documentation of Disability

To receive reasonable accommodations, you must provide documentation of your disability. The documentation must be from a qualified health professional or agency, and must verify the presence of an impairment that substantially limits a major life activity or function. This can be done one of two ways:

1. You may give the Disability Documentation form (found on the website or at your SAIL office) to the appropriate health provider for them to complete and return to the SAIL office,

OR

2. You may provide the SAIL office with copies of medical records, evaluations, or diagnostic reports that have been completed by a qualified professional and that meet these guidelines:
 - Documentation is on letterhead (*notes on prescription pads will not be accepted) and includes the diagnostician's name, title, professional credentials, date, and signature;
 - Is current, within the last 5 years for Learning Disabilities is recommended, last 6 months for psychiatric disabilities, or last 3 years for all other disabilities (does not apply to physical or sensory disabilities of a permanent or unchanging nature);
 - The specific diagnosis of the disability is clearly stated, not vague or inconclusive. A DSM-5 diagnosis should be noted when appropriate;
 - Include complete educational, developmental, and medical history relevant to the disability for which testing accommodations are being requested;
 - Includes a list of all test instruments used in the evaluation report and relevant scores used to document the stated disability (does not apply to physical or sensory disabilities of a permanent or unchanging nature);
 - Describes the functional limitations within an academic setting resulting from the disability.
 - Relevant medications and their potential side effects are noted;
 - If possible, the documentation should include suggested accommodation(s) and/or auxiliary aid(s) for the student.

Documentation should be submitted at least two weeks in advance of the date the accommodations/services are needed. We cannot guarantee that accommodations/services will be available if the documentation is received with less than two weeks' notice. Documentation will not be accepted during the last two weeks of classes, unless it is intended for the following semester.

Reasonable Accommodations

Reasonable accommodations are intended to ensure that qualified individuals with disabilities have equal access to programs and services. It is important to note however that schools do not have to provide accommodations that constitute a substantial change/alteration to an essential element of a course or program, or, which pose an undue financial or administrative burden on the college. Reasonable accommodations do not include adaptations of a personal nature such as personal care aids, hearing aids, tutoring, etc. Reasonable accommodations may include such things as preferential seating, testing accommodations, texts in alternative formats, sign language interpreters, enlarged print, course substitution, screen readers, etc. All accommodations are determined on an individual basis and based on verification of need.

Notification of Accommodations

The information you provide to SAIL about your disability is confidential. If you elect to use your approved accommodations, you must request that SAIL send out Teacher Notifications (notices that provide instructors and test proctors with a list of your accommodations, not information about your disability). This request must be made EVERY semester. We encourage you to request Teacher Notifications at the beginning of every semester, as instructors will not receive notification of your accommodations until we receive this written request. These requests can be made in person (in any SAIL office), or by sending an email through your Titan email account to any SAIL Access Specialist. If emailing your request, please include your full name, B number, and the instructor(s) you would like notified. You are also encouraged to reach out to your instructors and have a discussion regarding your accommodations.

Plan Ahead

It is very important that you start early and plan ahead so that you may receive your accommodations in a timely manner. If you require specific accommodations, such as a sign language interpreter, books in alternate formats, adaptable furniture, you should contact the Access Specialist in your SAIL office as quickly as possible so arrangements and schedules can be made. Also, if you have been approved for special assistance with testing, such as a scribe, testing appointments must be made with the SAIL office at least one week in advance. Most accommodations for testing, such as extended time or reduced distraction can be arranged with your instructor or provided in the testing centers. Make these arrangements either through following the assessment center procedures or by discussing with your instructor.

Use the Resources Available

EFSC offers many academic resources to assist and support students. The Academic Success Center (located on every campus) offers tutoring through college staff tutors and supplemental instruction in many subject areas. Writing assistance is also available on each campus to provide advice to help student's strengthen and improve their writing skills. Please take advantage of all the resources made available to you as an EFSC student. If you notice that you are struggling...contact a SAIL Access Specialist to set up a meeting and review your progress. We are here to serve as a resource for you!

Follow Code of Conduct

All students are expected to abide by the EFSC Code of Conduct which can be found in the Student Handbook.

I understand and have received a copy of these policies and procedures.

Signature

Date