



NORWICH
UNIVERSITY*
Academic Achievement Center

STUDENT ACCESSIBILITY RESOURCES (SAR) AT NORWICH UNIVERSITY

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Introduction

Who Are We?

The Student Accessibility Resources (SAR) program is a part of the Center for Academic Success and Achievement (CASA). We serve students who have disabilities/medical conditions in need of accommodations to ensure they have equitable access to housing, classes and programming on-campus.

What Resources Do We Provide?

We provide a broad range of accessibility services, resources, and facilities for students with disabilities including academic accommodations, assistive technology support, and individualized coaching.

The CASA SAR Coordinator

- Assists students to navigate the process of providing documentation that establishes their eligibility for disability related accommodations and resources;
- Orients qualified students to their 504 plans, referred to as an Educational Profile (EP), and how to access their approved academic accommodations;
- Provides training and information on assistive technology resources including access to alternate format textbooks for eligible students and web accessibility features;
- Facilitates communication with faculty, staff, and family members, with a student's permission
- Provides academic coaching and mentoring, and;
- Meets with students on an as-needed or regular basis.

In addition, the CASA provides facilities for test-proctoring for students with test-taking accommodations who choose to take their tests at the CASA. The CASA's Student Accessibility Resources program provides welcoming, confidential, and individualized support for students with disabilities to provide an equitable opportunity to achieve their academic goals and access University programs and activities.

FAQ for Students Pursuing a Military Career

How will disclosing my disability or using accommodations affect my eligibility to join the Armed Forces?

Disclosing your disability or communicating with our office will NOT cause you to be disqualified for military service. All communications about disability or accommodations are confidential. However, the Department of Defense does have a list of disqualifying conditions that you should be aware of. If your condition is on this list you can request a waiver.

- To learn more about how your disability might impact your eligibility for military service, please review the most recent [DOD INSTRUCTION 6130.03, VOLUME 1 MEDICAL STANDARDS FOR MILITARY SERVICE: APPOINTMENT, ENLISTMENT, OR INDUCTION](#)

Use of accommodations for a disability may further hinder your ability to qualify for military service. To find out more about how accommodations may impact your prospects for military service you should talk with an ROTC representative of the branch of military service you are interested in pursuing. Each branch of the Armed Forces has slightly different standards as it relates to qualifying for service with a disability.

Norwich ROTC contacts:

Army

Mr. Thane Spears.
Office : (802)485-2479
Email : tspears@norwich.edu

Air Force

afrotc@norwich.edu

Navy/Marines

LT Joseph Walden jwalden@norwich.edu

Can I use accommodations if I am in the Corps?

Yes, Cadets have the same access to accommodations as Civilian students and are asked to follow the same process outlined in this guide. You are also permitted to take medication for medical conditions although using any form of medication, including ADHD medication, can negatively impact eligibility for service. The SAR Coordinator can help you consider these issues and decide on a course of action at NU that meets your goals/needs. Some accommodations, particularly related to housing, may not be approved for Cadets living in a military garrison lifestyle environment.

Getting Started

Contact the Student Accessibility Resources Program

- Email or call the CASA and let us know that you are interested in using accommodations:
 - Email: CASA@norwich.edu
 - Phone: 802-485-2130.

We can provide students with a copy of our documentation guidelines and any additional forms they might need.

We can also set students up with a remote or in-person meeting with the Student Accessibility Resource Coordinator.

General Documentation Guidelines:

(See APPENDIX A for more specific guidelines)

Documentation should be:

- Completed and signed by a licensed or certified professional in a related field.
- Up-to-date/Current: This varies based on each condition but generally we request the following:
 - Learning and developmental disabilities within 5 years;
 - ADHD within 3 years;
 - Psychological, systemic/chronic, within 6 months;
 - Physical/Sensory: varies;
 - TBI varies based on the date/stage of injury.

*If you are unsure if your documentation is current enough, please send us what you have, and we can advise you accordingly.

Documentation should include:

- *Date* student last saw the provider,
- *DSM-V or ICD-10 code and diagnosis*,
- *Explanation of diagnostic criteria* and/or evaluation measures used with all test scores included,
- *Symptoms*: ways in which the condition manifests itself and its severity,
- *Functional Limitations*: Explanation of current/future functional impacts of the condition,
- *Treatment*: Services, accommodations, treatment, medication, and/or assistive devices currently in use or prescribed for the condition,
- *Recommendations*: suggestions of accommodations that may support the student to overcome barriers in the academic and residential environments on-campus.

For detailed information email CASA@norwich.edu and request a copy of the documentation guidelines.

Timeline

General outline of steps and timing for incoming students

This process can be started at any point during a student's time at NU.

(Please note that we are available for a phone, video or in person meeting with students at any point in the process below)

Step 1: (Typically starts in April and May prior to the first year of enrollment at NU.)

Submit documentation or contact the CASA to learn about what documentation you should submit.

Email: CASA@norwich.edu
Fax: 802-485-2684
Postal Mail: Norwich University
c/o CASA
158 Harmon Drive
Box 38
Northfield, VT 05663-1035

Step 2: (Approximately 1-2 weeks after submitting documentation.)

Documentation is reviewed and meeting set up: The Student Accessibility Resources (SAR) Coordinator will review the student's documentation, reach out to the student to let them know if we need more information, and set up a time to meet with them. In this meeting we will want to learn from the student regarding how their disability/medical condition impacts them and what accommodations or supports have been helpful in the past. We will also discuss if the student intends to pursue a career in the military and how using accommodations may affect their eligibility. (NOTE: participating in steps 1-4 will not affect your eligibility for military service)

Step 3: (Up to 2 weeks after step 2 is completed.)

Determining Student Eligibility: We will review the information we gathered from the student meeting in conjunction with the documentation to make an official determination on eligibility. If students are eligible for accommodations, they will move on to step 4. If students are not eligible, we will discuss what additional information might be needed and they can submit more information for review.

Step 4: (Usually done over the summer or during the first 2 weeks of classes, but can happen at any point in a student's college career.)

Creating an Educational Profile: We will draft a document called an Educational Profile (EP), which lists the accommodations the student is eligible for. The SAR Coordinator will meet with the student to review the EP and have an orientation to resources, as well as the rights and responsibilities that come with using accommodations. If a student decides that they want to have the option to use the stated accommodations, they will be asked to sign the EP and a copy will be kept in the student's file at the CASA for future use.

Step 5: (Any time after step 4)

Notifying the Professors: At the start of each semester, students will need to complete the online “EP Release Form”, located on our website, indicating which professors they want to notify of their accommodations. This must be done each semester for each class the student chooses to use accommodations for, even if the professor has currently received the student’s EP in a previous semester. When this form is submitted, the EP will be sent to the listed professors to notify them of the student’s eligibility. Students can release their EP to professors later in the semester, but accommodations are not retroactive so we recommend releasing it at the beginning of each semester.

Step 6: (typically within 1 week of step 5)

Activating accommodations: After the EP is sent to professors it is the student’s responsibility to email or meet with each professor to confirm that they received the EP and to let them know which of the accommodations they would like to use for their class. At this time the student and the professor will also discuss the best way to implement the requested accommodations. (Options for how an accommodation can be implemented will be discussed with you when you initially review your EP with the SAR Coordinator.)

Important Dates for Incoming Students:

Placement Exam Accommodations: If students need accommodations for the math or language placement exams, they will need to submit documentation at least one week prior to when they plan to take the test. NOTE: the deadline to complete the placement exams is June 1st.

Housing Accommodations: If students plan to request a disability-related housing accommodation we require documentation to be submitted by June 15th in order to guarantee placement for students who are found to be eligible for this accommodation. Students can apply for a housing accommodation after this date but if they are found eligible, we can't guarantee that a space will be available. These students may have to be placed in a standard room until one with the needed accommodation becomes available.

Additional FAQs

How are professors notified of a student's accommodations?

Once students have worked with the SAR Coordinator to set up an Educational Profile (EP), students can complete the EP Release Form that is located on our internal website. The CASA support staff will send your EP to your professors via email, unless a student requests paper copies that they may deliver themselves to the professor(s). Students need to complete this form every semester and can choose which professors to notify of their accommodations.

Do I have to disclose my disability?

- *Generally disclosure of disabilities is voluntary*, however, there may be certain situations that disclosing this information may be helpful.
- Disclosure of disability to the SAR program is needed if you want to use accommodations.
- The SAR program does not release diagnosis or documentation to professors
 - *students are not required to share this information with professors.*
- The Corp will ask students for medical information in order to ensure they meet the technical standards for participating in the Corp Program
- When students are undergoing the medical review process to determine eligibility for military service they will be asked to complete forms that require disclosure of medical/disabling conditions.

What support can I use if I don't disclose my disability or use accommodations?

You can use any of the CASA services available to all students without providing documentation of a disability. These services include study skill and subject area tutoring with senior staff and peer tutors. You are responsible for requesting these services and making your own appointments whether you have an Educational Profile or not.

What if a professor doesn't provide an accommodation requested in my EP?

If, at any time, you feel that your accommodation as listed on your Educational Profile is not being honored, you should inform the SAR Coordinator as soon as possible. The Coordinator will work with you and the professor to determine the reason the accommodation is not being provided and to establish an accommodation plan that meets both your needs and maintains the integrity of the course.

What if my accommodations aren't helping or need to be changed?

To request adjustments or to discuss the effectiveness of your accommodations you should set up a meeting with the SAR Coordinator. Educational Profiles (EP) may be altered with appropriate documentation and information. Often students find benefit from using tutoring and learning skill services as well as accommodations and the SAR Coordinator can assist students in setting up these additional services, or students can contact the CASA directly to schedule tutoring and learning skill appointments.

APPENDIX A: Specific Documentation Guidelines

ADHD

Preferred:

- Complete Neuropsychological or Psychoeducational Evaluation, including cognitive and achievement measures, from which the student was diagnosed and recent re-evaluated measures if applicable.

*Some example of these evaluations include the Wechsler Adult Intelligence Score/Wechsler Individual Achievement Test (WAIS/WIAT IV) and Woodcock-Johnson (WJ IV).

Alternate Options:

- Email CASA@norwich.edu to request a copy of the ADHD Disability Documentation Form.
- Letter from your mental health provider addressing the general guidelines listed above

ADHD is highly variable and the more details we have the better services we can provide.

Supplemental (not required):

- Recent IEP or 504 plan
- Letter from Special Educator or Guidance Counselor
- Summary of Progress assessment from Special Educator

Learning/ Developmental Disabilities

Preferred:

- Complete Neuropsychological or Psychoeducational Evaluation, including cognitive and achievement measures, from which the student was diagnosed and recent re-evaluated measures if applicable.

Supplemental (not required):

- Recent IEP or 504 plan
- Letter from Special Educator or Guidance Counselor
- Summary of Performance assessment from Special Educator

Physical or Medical Disabilities

Provide one of the following:

- Email CASA@norwich.edu to request a copy of the Physical Disability Documentation form for your provider to complete
- Letter from your medical specialist provider addressing the general guidelines listed above

Supplemental (not required):

- Recent IEP or 504 plan
- Letter from Special Educator or Guidance Counselor
- Summary of Performance assessment from Special Educator

Psychological Disabilities

Preferred:

- Email CASA@norwich.edu to request a copy of the Psychological Disability Documentation Form for your provider to complete

Alternative Option:

- Letter from your mental health provider addressing the general guidelines listed above

Supplemental (not required):

- Recent IEP or 504 plan
- Letter from Special Educator or Guidance Counselor
- Summary of Performance assessment from Special Educator

All other medical conditions

Should provide a letter from your medical provider based on the general guidelines

Supplemental (not required):

- Recent IEP or 504 plan
- Letter from Special Educator or Guidance Counselor
- Summary of Performance assessment from Special Educator

*If you have any questions on what documentation is needed please contact:

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