

ADA Documentation review process

All documentation is reviewed on an individual, case-by-case basis

This calls for an individualized inquiry in which ASC and SAU staff will examine the impact of a disability on the student and how that disability will affect the learning environments where the student has requested accommodations. There is no set list of covered disabilities or accepted diagnostic criteria, and SAU will consider alternative methods and sources of documentation, as long as the essential goal of adequately describing the current impact of the disability is met.

Presented documentation can be augmented through interview

The staff of ASC may contact the evaluator for clarification of information (test results or recommendations) contained in the documentation. An interview could be valuable in understanding the impacts of the disability and identifying appropriate accommodations.

Determination of accommodations is an interactive process

In the context of documentation and accommodation planning, the individual is a rich, reliable and valid source of information on the impact of the disability and the effectiveness of accommodations. The individual with a disability may be provided with his or her first choice of accommodation or an alternative, effective accommodation as determined by SAU. While objective confirmation (documentation) is legitimate, so are the lived experiences of the individual.

Disability documentation will be treated in a confidential manner and shared only on a need-to-know basis

Disability-related information is collected and maintained on separate forms and kept in secure files with limited access.

All documentation materials should be sent to SAU Academic Student Connections:

Attention: Carolee Hamilton, 106 E. Main Street, Spring Arbor, MI 49283.

A confidential file will be established in Academic Student Connections after a student has been admitted to SAU. Then, the student or the student and his/her parents will be interviewed by Academic Student Connections staff to determine appropriate accommodations. Notice of the support plan will be sent to advisors and professors as determined by the student.