

Charleston Southern University

Office of Disability Services

www.csuniv.edu/disabilityservices

OVERVIEW OF DISABILITY SERVICES' PROCEDURES

Instructions for Student:

Any qualified student with a disability requesting reasonable accommodations at Charleston Southern University will need to:

1. Schedule an intake appointment with the Director of Disability Services (843-863-8010 or gnanna@csuniv.edu).
2. Once a student has completed an intake with the director the following should be submitted to Disability Services:
 - a. Accommodations Request Letter (see "Suggested Format for ARL", p. 4)
 - b. Current and appropriate documentation of disability (see "Guidelines for Documentation a Disability, p. 2 & 3)
3. The director will submit your documentation to the Special Needs Committee (SNC) for review.
4. Once the committee has reviewed your documentation, Disability Services will send you an official "Accommodations Letter" that outlines the decision of the SNC.
5. If you received accommodations you will be responsible for presenting the official "Accommodations Letter" to instructors in whose class you plan on utilizing approved accommodations.
6. If you need assistance in approaching your instructors or are unsatisfied with the decision of the SNC please contact the Director of Disability Services.
7. You will be responsible each semester for approaching the necessary instructors.

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