

# ***Charleston Southern University***

***Office of Disability Services***

[www.csuniv.edu/disabilityservices](http://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](mailto: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.

Glenda K. Hill Nanna, LPC  
Director of Counseling and Disability Services  
[gnanna@csuniv.edu](mailto:gnanna@csuniv.edu)  
Phone: (843) 863-8010  
Fax: (843) 863-7197  
[www.csuniv.edu/disabilityservices](http://www.csuniv.edu/disabilityservices)

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## **GUIDELINES FOR DOCUMENTING A DISABILITY**

In accordance with sections 503 and 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act, Charleston Southern University is committed to providing reasonable accommodations for disabled students who are “otherwise qualified” to pursue college level work.

After scheduling an appointment and meeting with the Director of Disability Services, students must submit the following information to the Director of Disability Services who will in turn submit it to the Special Needs Committee:

- 1) **All Students** must write an “Accommodations Request Letter” (ARL). This is a letter written by the student (see pg. 4 for more detailed information). A student’s request must include:
  - a) **The name of the disability**
  - b) **A statement concerning how the disability affects his/her academic performance**
  - c) **A list of the specific accommodations being requested.**
- 2) **Students with Learning Disabilities** – A current psychoeducational evaluation utilizing adult scales is required. The evaluation must be completed by a psychologist who is licensed by a state board of examiners in psychology or certified by the state department of education in psychology. The psychologist must provide his or her license or certificate number in the report.
- 3) **Students with Attention Deficit Hyperactivity Disorder (ADHD)** – A current medical evaluation **and** a current psychoeducational evaluation utilizing adult scales are required.
- 4) **Students with a Physical Disability, Neurological Disability, or Psychological Disability** – A current medical evaluation completed by a licensed physician is required. In the case of a psychological disability a current evaluation by a licensed psychologist or psychiatrist is required in addition to the medical evaluation. A current evaluation is one that has been completed within the last three years of the initial request for reasonable accommodation.

Students are responsible for making their disability known and for providing the appropriate documentation, as required. All forms of documentation are considered confidential and are subject to review by members of the Special Needs Committee. The University may recommend or require additional testing to further define the accommodations.

Charleston Southern University is interested in each student reaching his/her academic potential. For this reason, all documentation and requests for accommodations are evaluated and reasonable accommodations are provided based on an individual student’s need. Also, all documentation is reviewed by the Special Needs Committee and is considered confidential to the Committee. The student must provide a request in writing if he/she would like the documentation to be shared with other faculty or staff members at Charleston Southern University.

For more information, contact:

**Glenda K. Hill Nanna, LPC**  
**Director of Counseling & Disability Services**  
**(843) 863-8010**  
[gnanna@csuniv.edu](mailto:gnanna@csuniv.edu)  
[www.csuniv.edu/disabilityservices](http://www.csuniv.edu/disabilityservices)

## **Instructions for Diagnosticians, School Psychologists, and other professionals:**

- 1.) Your diagnosis of disability should be clearly stated. DSM-IV Diagnostic notation or ICD-9 nomenclature should be included in the report.
- 2.) Each diagnosis should be accompanied by supporting testing, or studies. Documentation of ADD/ADHD should utilize adult scales.
- 3.) Learning Disability assessment reports **MUST** include:
  - ◆ An IQ Test and an Achievement Test, both administered at the adult learning level.
  - ◆ WAIS-R (in lieu of a WAIS-R, two WISC-III tests that are correlated within 15 IQ points of each other may be acceptable).
  - ◆ Woodcock Johnson or Woodcock Johnson-R (The WRAT-R and the WRAT-III are not comprehensive measures of achievement and therefore are **NOT** appropriate for documentation).
  - ◆ Exact instruments used, test results (including subtest score data), written interpretation of the results, name, title, and professional credentials of the evaluator, and the dates of testing.
  - ◆ Clear and specific evidence which identifies specific learning disabilities and reflects the individual's present level of adult functioning in processing and intelligence, as well as achievement.

***Please note:*** IEP's or ITP's and 504 Plans alone are not enough to document a disability at the college level, however they may be included as part of a more comprehensive assessment battery as described in this document. Additionally, individual "learning styles," "learning differences," and "academic problems" in and of themselves do not constitute a learning disability.

Each student's documentation will be evaluated on a case-by-case basis. Following these guidelines will ensure proper consideration of each student's individual situation in the timeliest manner.

### **Appropriate Professional Diagnosticians by Disability:**

<b>Disability Category:</b>	<b>Professional Diagnostician(s) to be Consulted:</b>
ADD/ADHD	Psychologist, Psychiatrist, Physician
Psychological Disability	Psychologist, Psychiatrist
Visual Impairment	Ophthalmologist
Hearing Impairment	Certified Otologist, Audiologist
Learning Disability	Psychologist, Neuropsychologist, School Psychologist
Physical Disability	Physician, Nurse Practitioner

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## **FORMAT FOR “ACCOMMODATIONS REQUEST LETTER” (ARL)**

1. Address your ARL to:  
Glenda K. Hill Nanna, LPC  
Director of Counseling & Disability Services  
Charleston Southern University  
9200 University Blvd., PO Box 118087  
Charleston, SC 29423-8087
2. Tell us a little about yourself. Include the number of years you have attended Charleston Southern University or when you will be entering, your major or potential major. Also, if it was determined that you have a learning disability at an earlier age, please explain and attach documentation if available.
3. State what accommodations you need (i.e. extra time on tests, notetaker...). Please be specific.
4. Explain why the accommodations you are requesting would be appropriate for you. Describe experiences you have had in the past with the subject, high school level and college, and what efforts have been made to try to remediate the problem (e.g., private tutoring, additional help from the instructor). High school grades reflecting difficulty with the subject would be appropriate to include.
5. Sign your letter (typed name is not sufficient) and retain a copy for your files.
6. Mail your letter to the address above or bring it to the Office of Disability Services located in Russell West, 2<sup>nd</sup> floor, A239, housed with Counseling Services.