

## Accessibility Services Office Temporary Disability Protocol

A *temporary disability* is defined as short-term injury or condition, post-surgical physical limitation, or pregnancy with complications.

A student should first notify all of their professors, faculty advisor, student health center, and applicable Residence Life Coordinator. Then, the student should contact the Coordinator of the Accessibility Services Office (ASO). Please forward the information and refer the student to the ASO if notification is made only to a faculty or staff member.

The Coordinator of the ASO will then collect the relevant information from the student, which may include medical documentation, class schedule, housing assignment, and other pieces of information, depending on the circumstances. After this process is complete, the individual (if eligible) will be registered with the ASO for a specified amount of time. The student should request any extension for accommodations from the Coordinator of the ASO.

### What are Examples of Accommodations?

- Housing – a temporary room reassignment may be made for access purposes.
- Transportation – an expanded parking permit may be provided to the student or a supportive friend of the student for access purposes.
- Classes – relocation of a classes or adjustment of class schedule may be coordinated for access purposes.
- Assessment – exams and final exams may need to be accommodated to support access needs (i.e. scribe, frequent breaks during exams, exams over multiple days).
- Miscellaneous – due to each student’s unique circumstances, other accommodation may be warranted for access purposes.

Student Life Offices that **may** be notified, as they truly need information, in the case of a temporary disability request:

- Dean of Students
- Dean of Academic Success
- Dean of First Year Experience
- Coordinator of the Accessibility Services Office
- Faculty Advisor
- Current Semester Faculty
- Counseling Services
- Student Health Center
- Public Safety
- Registrar
- Residence Life