

## Accommodations

Niagara University has a responsibility to provide program access (including physical access, access to programs, services, activities, and instruction) to qualified students with disabilities. This means that the University provides reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids for individuals with disabilities upon request. Reasonable accommodations may include providing printed materials in an alternative format, an interpreter, access to assistive technology, relocating services to accessible locations, and providing extended time on tests.

Students with disabilities must register with Niagara University's Disability Services Office, provide documentation of disability, and request needed accommodations. Disability Services has the responsibility of determining what reasonable accommodation is and providing the accommodation in a timely manner. "Ultimately, a student with a disability requires alternative arrangements only when faced with a task that requires skill that her disability precludes" ([Accommodations vs. Universal Design](#)).

## Requesting Accommodations

Any qualified student with a documented disability may request reasonable accommodations, adjustments, and auxiliary aids and services. The purpose of accommodations and modifications is to reduce or eliminate any disadvantages that may exist because of an individual's disability.

## Student Responsibilities

- **Meet the timelines and procedural requirements established by the university** - this is essential for receiving services. The university cannot guarantee the availability of the necessary service/support without appropriate notice.
- Provide the Disability Services staff with appropriate documentation of your disability and how it may impact you in the college environment.
- Print, complete, and return the [Disability Services Student Intake Form](#) or obtain a copy by contacting Disability Services, Seton Hall, First Floor, Niagara University, NY 14109, 716-286-8541, FAX: 716-286-8063, [kadams@niagara.edu](mailto:kadams@niagara.edu).
- Meet with the disability services staff prior to or at the beginning of each semester so that appropriate accommodations can be determined and provided in a timely manner. Students are strongly encouraged to make this contact within the first two weeks of each semester.
- Sign consent, if needed, authorizing the Disability Services staff to discuss your need for accommodations and services with the professional source of your documentation (e.g., medical doctor, psychologist) or university personnel if needed.
- Inform your faculty or other campus professionals in a timely manner of your need for accommodations. You may request that a Course Accommodation Approval Form be prepared for you to give to your professors or other campus professionals outlining what

accommodations are appropriate and have been approved for the semester. Accommodations are specific to the class/situation and are determined by the Disability Services staff as appropriate to meet the needs of each student.

### **Disability Services Responsibilities**

- Determine eligibility for participation of students with disabilities in the accommodation process based upon a review of appropriate documentation.
- Determine the appropriate accommodation for each student based on the individual's need on a case-by-case/course-by-course basis.
- Assure the student is provided the opportunity for using the appropriate accommodation.
- Interact with administrative and academic personnel when appropriate.

### **Faculty and Campus Personnel Responsibilities**

- Maintain the integrity of all university programs (e.g., programs, courses, activities, and services).
- Assure that confidentiality of information regarding students with disabilities is maintained.
- Discuss with Disability Services any concerns related to the accommodation(s) or arrangements that have been requested by the student during their initial contacts.
- Provide appropriate accommodations by making arrangements with Disability Services. Administrative personnel and faculty can choose to provide accommodations for convenience reasons. However, caution should be used in providing accommodations without first consulting with Disability Services on what types of accommodations are appropriate.
- Determine the conditions under which an exam is to be administered (e.g., time of exam, open book, use of notes, dictionary) and clearly conveying them to the test administrator/proctor.
- Assure the timely delivery of an exam, along with all necessary instructions and materials for proper administration, if a student's exam is to be administered outside of class. The faculty member may also make arrangements with the student for the delivery and return of the exam.