Students with Disabilities

Steps to Requesting Accommodations at Plymouth State University

The information below is for students who plan on using accommodations while at PSU. Unlike high school, it is the student’s responsibility to identify as an individual with a disability, provide appropriate documentation, and to request accommodations each semester.

Over the summer, please review your documentation. You should be prepared to explain your disability, the diagnosis, and the impact of your disability on your academics. If you’ve never looked at your documentation, this is a good time to do so. You will be expected to advocate for yourself and to discuss your disability needs with the Disability Services Office.

✔ **Step 1 – Identify As a Student with a Disability to the Disability Services Office by Submitting Documentation**

  - Current documentation should be sent to the Disability Services Office. Documentation guidelines and requirements are on our webpage at [www.plymouth.edu/services/disability-services](http://www.plymouth.edu/services/disability-services). IEPs and 504 plans are not sufficient documentation.
  - Request that your high school send your documentation; this is not automatically done for you. Refer them to our documentation requirements to ensure that appropriate documentation is being sent.

✔ **Step 2 – Wait for Confirmation Letter from Disability Services**

Over the summer, documentation received for incoming students is reviewed by the Disabilities Coordinator. You will receive a letter indicating whether your documentation is complete or not. If your documentation is incomplete, you will be notified of the additional information needed.

✔ **Step 3 – Make an appointment with Disability Services at the beginning of the semester**

It is the student’s responsibility to make an appointment to review their documentation and discuss accommodation needs. Students should make an appointment with Disability Services during the first couple of weeks of the semester.

*Letters of Academic Accommodations* are completed at the request of the student during the initial meeting. This letter outlines the accommodations the student is eligible for and has chosen to use. Students are responsible for giving the letter to their instructors and are encouraged to have further discussion about their disability and academic needs.

Instructors are under no obligation to provide accommodations until they’ve received a Letter of Academic Accommodations from Disability Services, given to them by the student.

✔ **Step 4 – Communicate with Disability Services during the semester**

Disability Services does not monitor student progress. It is expected that the student will seek assistance and contact Disability Services if they are experiencing any academic or accommodation related difficulties. Appointments may be made and walk-ins are welcome. We are here to help, but are unable to do so if you don’t come in.

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