

## **Application Procedure**

### **Office of Disability Services**

In order to receive accommodations at Western, you need to complete an application and provide supplementary information to establish that you have a disability in accordance with definitions in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

A completed application submitted to our office will include:

- The enclosed forms
  - Initial Intake
  - Educational History
  - Consent to Release Confidential Information
  - Medical Information Release (if your disability has a medical component)
- Documentation of your disability
  - Documentation of your disability needs to come from a medical professional, psychologist, educational evaluator, or vocational rehabilitation counselor. The documentation must include a specific diagnosis, recommendations, and copies of any testing done to establish the diagnosis.
  - Specific information about appropriate documentation by disability is listed on the back of this page
- Statement about the requested accommodation
  - Along with your documentation, you need to include a statement about how the requested accommodation(s) will help you perform tasks necessary as a student.
- Supplemental documentation (optional)
  - Other supplemental documents, such as your IEP from high school, or vocational plan, can assist our understanding of your functional limitations and help clarify the justification for reasonable accommodation.

After receiving your completed application, you will be contacted by our office to either approve your application and explain what accommodation we will provide or we will make an appointment to talk with you (either in person or over the phone) to discuss the specifics of your situation and gather more information.

If you have any questions about these procedures or the services we provide, feel free to contact our office by phone (503) 838-8250 or email [ods@wou.edu](mailto:ods@wou.edu).

## **Recommended Documentation for Specific Disabilities**

### **Deaf and Hard of Hearing:**

Audiogram and/or audiologist's report documenting a hearing loss that necessitates support services in order to participate in classes or activities.

### **Visual Impairment:**

Provide a report from ophthalmologist /optometrist documenting need for an accommodation other than corrective lenses.

### **Psychological Disability:**

Present a diagnosis from DSM IV indicating functional limitations and how this disability affects your ability to function as a university student in a learning environment.

### **Medical Disability:**

Provide documentation of disease or impairment from appropriate specialist, which lists your functional limitations.

### **Attention Deficit Disorder:**

You need to supply documentation regarding the onset, longevity and severity of symptoms as well as a description of functional limitations on your educational achievement.

### **Learning Disability**

Documentation of a learning disability must include current (within the last three years) testing and a full written assessment from a testing professional. Standard scores for all normed measures (not just grade equivalent or percentiles as well as a DSM IV diagnosis and suggested academic accommodations in a college setting based on the diagnosis