

WHERE TO FIND DISABILITY SERVICES ON CAMPUS

Disability Services is located in Academic Support on the second floor of Hyson Campus Center. You can schedule a time to meet with us anytime to discuss your special needs and/or options for academic assistance.



SEND DOCUMENTATION TO:

Mr. David Leedy, MRC, MBA
Disability Services Coordinator
Mount Vernon Nazarene University
800 Martinsburg Road
Mount Vernon, OH 43050

Phone: (740) 392-6868, ext. 4548
FAX: (740) 397-6332
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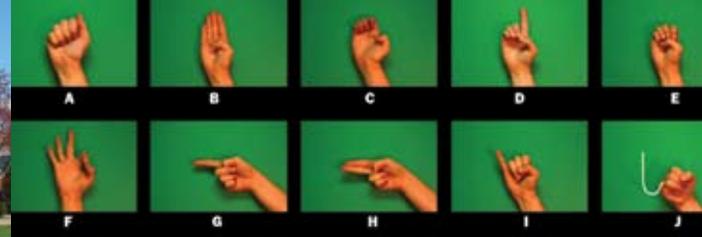
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www.mvnu.edu



DISABILITY SERVICES

The MVNU Experience

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It is the policy of MVNU that no qualified persons with disabilities shall, on the basis of disability, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any of its programs or activities. Any qualified student who has a physical or mental impairment which substantially limits one or more major life activities, such as walking, seeing, hearing, speaking, breathing, learning and/or working, can receive assistance at MVNU as provided in Section 504 of the Rehabilitation Act of 1973 and in the applicable provisions of the Americans with Disabilities Act of 1990. The office of Academic Support serves as the campus contact for any disability related needs that students may have. Below is a brief overview of Disability Services and a description of the steps that students follow in order to use these services. More comprehensive information is provided at the following web address: <http://www.mvnu.edu/academic/services/dservices.asp>.



1. SEND THE DOCUMENTATION OF THE DISABILITY TO THE OFFICE OF ACADEMIC SUPPORT

A. Students who request special academic services and/or reasonable accommodations for a disability must submit current documentation of a disability to Academic Support from a qualified professional, such as a licensed counselor, psychologist, psychiatrist, or physician.

The documentation should contain the following:

- Date(s) of evaluation.
- Diagnosis.
- Reference to the types of evaluation procedures utilized.
- Evaluation results and/or test scores (as appropriate).
- Limitations of student functioning (especially as related to the higher education environment).
- Recommendations and rationale for accommodations, which are helpful in assisting institutional personnel in determining appropriate and necessary support.
- An accurate and current picture of how the disability impacts the student at the present time, and thus in most cases, the documentation should be less than five years old.

B. The Individualized Education Program (IEP), or the 504 Plan, is not required in the file of the student. However, this can be useful information for assigning appropriate individualized accommodations.

C. Documentation will be reviewed by the Accommodations Review Committee on a case-by-case basis. Upon approval, the Assignment of Accommodations form is then completed by Academic Support. This form specifies the reasonable accommodations that will be provided for the enrolled student by MVNU, and is placed in the student's confidential file.

2. SELF-ADVOCACY IS AN IMPORTANT PART OF THE PROCESS TO RECEIVE SPECIAL SERVICES AND REASONABLE ACCOMMODATIONS.

A. In order to receive accommodations, the student must personally request specific services each semester. Services are not provided automatically, even though documentation may already be on file. To access accommodations, the student comes to Academic Support and fills out the respective forms. The staff work together with students to ensure that accommodations are successfully accessed.

B. Students who qualify for, and request, Textbooks on Tape are encouraged to complete the appropriate forms at least three weeks before the semester begins in order to assure access of this service in a timely fashion. Students who qualify for a note taker or alternative testing must complete the appropriate forms prior to receiving services.

C. Education majors who desire to take the standardized Praxis Series tests with accommodations (1) must complete the appropriate request forms in Academic Support, (2) must complete the appropriate application forms provided by the Educational Testing Services (ETS), and (3) ensure that MVNU receives in a timely manner the required documentation that complies with ETS standards.

D. Special Housing Accommodations - Students may request special housing accommodations due to a medical condition or disability. Documentation, with requirements cited above, must be sent to the Disability Services Coordinator along with a Student Request for Special Housing Accommodation form. The Special Housing Accommodations Review Committee will review each request on a case-by-case basis. Students will be notified, by letter, regarding the decision. All students, regardless of disability status, are expected to pay for the occupancy level they are assigned and any personal care assistants living in housing are also required to pay the same price as students for the housing.

CHOOSE IT. FEEL IT. LIVE IT.