



## UNION UNIVERSITY Office of Disability Services

The Office of Disability Services (ODS) at Union University seeks to provide equal access to all academic and social opportunities through reasonable accommodations.

### SERVING STUDENTS WITH

Attention Deficit & Hyperactivity Disorder	Mobility and Sensory Impairments
Learning Disabilities	Chronic Medical Issues
Autism Spectrum Disorders	Severe Allergies
Emotional Disorders and Mental Illness	Other Impairments

### ACCOMMODATIONS

Reasonable accommodations are individualized and based on the documented impact of the student's disability. Accommodations are intended to create equal access without fundamentally altering the academic programs.

Examples of commonly requested accommodations include, but are not limited to:

- Extended time on exams
- Exams in a distraction reduced environment
- Alternative textbooks

### STUDENT CONFIDENTIALITY

Any information is held as confidential and is not disclosed to instructors or marked in academic records.

## STEPS FOR REQUESTING ACCOMMODATIONS

### STEP 1: Complete Application

Use this QR code for direct access to the application (Student ID# required):



Or, complete the .pdf Application for Reasonable Accommodations available at [www.uu.edu/ods](http://www.uu.edu/ods) > Requesting Accommodations

### STEP 2: Submit Documentation

Submit documentation of disability/diagnosis from a Licensed Provider to the Director for Disability Services electronically, faxed, or via mailed to address below.

For information on documentation guidelines, view our [Policy and Procedures Guide](#) (pg. 21), or visit [www.uu.edu/ods](http://www.uu.edu/ods) > Policies & Procedures (.PDF).

### STEP 3: Receive & Share your Letter of Accommodations

Once approved, ODS will send the student an electronic version of the accommodation letter to the student's email address.

The accommodation letter should be emailed and/or printed by the student to give to each instructor.

Accommodations do not become effective until the instructor receives the accommodation letter, nor are they retroactive in nature.

Office of Disability Services  
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