



**Geauga and Regional
Academic Center**

Student Accessibility Services Process

The SAS office strives to ensure that qualified students with documented disabilities have equal access to post-secondary educational opportunities at Kent State University in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008. **SAS uses an interactive, case-by-case approach when determining eligibility for services and reasonable accommodations for students with disabilities. Accommodations may not be provided until the following steps are complete.

Fill out the student application.

Visit Access KSU at www.kent.edu/geauga/student-accessibility-services in the upper right corner and fill out the student application. You will want to use your FLASHline credentials to login.

Gather your documentation.

Students requesting accommodations may be required to provide documentation regarding their specific disability. The [Disability Verification Form](#) on our website may serve as documentation. Visit our [documentation guidelines](#) page to view other forms of documentation that are appropriate.

- Appropriate documentation should be completed by a licensed professional and/or properly credentialed professional. SAS does not accept documentation completed by diagnosing /treating professionals related to the student requesting accommodations.
- All parts of the Disability Verification Form should be completed thoroughly. Where appropriate, summary and data from specific test results should be attached.
- If a comprehensive diagnostic report that provides the requested information is available, it can be submitted in lieu of the disability verification form.
- A learning disability assessment should include (a) a measure of cognitive aptitude (preferably normed for adults) and (b) a measure of achievement in reading, math and/or written language. Data should be based on age norms and reported as standard scores and percentiles.

Please note: An Individual Education Plan (IEP), Section 504 Plan, or Summary of Performance from high school may not be sufficient; additional documentation may be required.

Have a meeting with your SAS Coordinator.

Call 330-888-6314 or email bblank10@kent.edu to setup an appointment.

Get your accommodation letters.

When your meeting with SAS is complete, you will log into Access KSU at www.kent.edu/geauga/student-accessibility-services in the upper right corner **after 48 hours**. Students **must** use Access KSU to request their course accessibility letter(s) **each** semester. Course accessibility letters will not be sent until you make your request. SAS will email your course accessibility letters to your instructors within one business day of receiving your request.

Review the student handbook.

Visit www.kent.edu/geauga/student-accessibility-services. Paper copies are available through SAS at your request. Contact SAS with any questions or concerns.

Check in with your SAS Coordinator as needed.

Contact the SAS Office with any questions.

Brandie Blankenship, Academic Services Coordinator
330-888-6314 or bblank10@kent.edu

***NOTE: You will not need to go through the application process each semester however, you will need to request your course accessibility letters each semester in order to receive your accommodations.*
