

College Credit-Plus & Student Accessibility Services (SAS)

Kent State University Guidelines for Students Seeking Academic Accommodations

What disability-related accommodations are appropriate for College Credit Plus classes?

High school students with documented disabilities who require academic accommodations, and who are also seeking college credit for a class, must first register with the office of Student Accessibility Services (SAS) on the respective campus from which the college credit will be awarded. Note that college-level accommodations ensure that students have equal access to a course without fundamentally altering the course requirements or lowering academic standards. The university must meet institutional and programmatic accreditation requirements, and this ensures that students have acquired and are able to demonstrate mastery of the knowledge and skills required by the institution and these governing bodies.

Who makes the decision as to what accommodations a student receives?

Kent State University, and more specifically the SAS office, will determine reasonable accommodations for students who wish to receive Kent's university-level credit for courses taken at their high school. The university may defer to the accommodations provided to the student through their high school IEP/ETR, but SAS registration is still required if the student intends to receive college credit for the course. Accommodations should not be implemented solely by the high school without consultation with the SAS office. Note that some accommodations which may be appropriate in high school may not be applicable on a post-secondary level.

Who provides the accommodations?

The high school typically provides the accommodations when the class is located on a high school campus.

What is SAS' registration process?

Registration is, essentially, a 2-step process:

- 1) *Submit documentation of the disability.* Documentation should be current and complete; a link to documentation guidelines can be found at <http://www.kent.edu/sas/documentation-guidelines>; and
- 2) *Schedule an intake interview with one of our SAS staff.* This is typically a 60 minute meeting where we ask the student about the nature of their disability, its impacts on them in the academic arena, and services they've had in the past; we'll also explain how the accommodation process works in a post-secondary arena. To arrange for a meeting, the student can contact the respective SAS office at the Kent State University campus they wish to attend.

Examples of some academic accommodations offered through SAS & Kent State University*:

- Extended time for traditionally-timed tests/quizzes (50% more time for multiple choice tests, 100% more time for math and long essay)
- Reduced distraction testing environment
- Ability to tape-record lectures
- Note-taking assistance
- Electronic text, or alternate formats of text
- Use of a sign language interpreter
- A reader / scribe for exams

***NOTE:** all accommodations are determined and approved on a case-by-case basis following an interactive process, which involves a discussion between the student and SAS staff, and review of the student's documentation.

Student Accessibility Services · 3300 Lake Road West · First Floor Library · Ashtabula, OH 44004

Phone: 440-964-4232 · Coordinator, Carol Jones · Fax: 440-964-4573

Email: cjone154@kent.edu · Web: www.kent.edu/ashtabula/student-accessibility-services

Kent State University at Ashtabula

Student Accessibility Services (SAS) Registration 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.

Schedule your intake appointment.

- You must meet with Carol Jones in the SAS office before you are eligible for accommodations. Call the SAS office at 440-964-4232 or email cjone154@kent.edu to schedule an intake interview.
- Be prepared to discuss your disability and how it impacts you academically. Plan to spend at least one hour at your intake appointment.
- A parent or guardian may accompany you to your intake appointment if you wish; however, SAS expects students to discuss their own disability.

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, and it contains information about documentation in other forms.
 - 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.

Receive SAS Online Services login information.

- When your registration with SAS is complete, you will be able to log into the SAS online services, *ACCESS KSU*, and request your accommodations.
- Students must use SAS Online Services to request accommodation letters each semester. Accommodation letters will not be sent until you make your request.

Review the SAS Student Handbook and relevant policies and procedures on our website.

- Paper copies will be distributed during your SAS intake interview at your request.
- Contact SAS with any questions or concerns.

Ashtabula SAS Contact Information

Carol Jones, Academic Services Coordinator: cjone154@kent.edu or 440-964-4232

Academic Services: academicservicesac@kent.edu or 440-964-4304

Kent State University at Ashtabula

Library – First Floor

Fax: 440-964-4573