Disability Services

PROCEDURES FOR RECEIVING ACADEMIC ACCOMMODATIONS

Student Responsibilities

1. Contact Disability Services in the Mack Gibson, Jr. Building (706-821-8345) in order to arrange an appointment and to register with Disability Services.

2. On the day of your appointment, complete a Disability Services Intake Packet.

3. Provide appropriate documentation that includes a statement of diagnosis, an explanation of how the diagnosed problem impacts your ability to learn, and a list of suggested accommodations in order to validate your request for academic accommodations. Documentation must be current and submitted by a qualified health professional, such as a physician, audiologist, psychologist, psychiatrist, or neuropsychologist. (You will receive information regarding documentation during your initial appointment.)

4. Follow up with Disability Services to confirm that your document has been received.

5. Meet with personnel in Disability Services to request academic accommodations.

6. Follow all time deadlines and procedures necessary to receive your specific academic accommodations as established by Disability Services.

7. Contact personnel in Disability Services prior to the beginning of each semester in order to discuss any necessary changes in your accommodations and to establish accommodations for current classes.

8. Contact personnel in Disability Services immediately should you encounter any difficulty or other concern regarding your academic accommodations.

9. Abide by the College’s standards and guidelines for behavior in the Student Code of Conduct. (Please refer to Paine’s Student Handbook.)

10. Adhere to the Academic Honesty Policies: Paine College recognizes honesty and integrity as necessary to the academic purpose and function of the institution. The college, therefore, expects from each student a high standard of individual honesty in all academic endeavors. Academic dishonesty includes cheating on examinations, plagiarism, forgery, collusion, and credential misrepresentation, inclusive of Internet documents and sources. Students found guilty of academic dishonesty are subject to disciplinary action including loss of credit (a grade of "F" for the course), suspension, or immediate dismissal from the College at anytime. *(Paine College Policy Manual Volume VI - Academic Policies, page 25)*.
Disability Services Responsibilities

1. Review the student's documentation and meet with the student as necessary to collect documentation to determine eligibility for receiving academic accommodations. Confer with other professional staff members and approve accommodations as appropriate for each student: Psychological Evaluation, IEP, 504 Plan (these documents will list the accommodations).

2. Meet with assigned student to discuss the approved accommodations and the procedures necessary to obtain them. Students must self-identify.

3. Research and prepare paperwork (such as "Accommodations Letters") as necessary to facilitate receipt of appropriate accommodations for which the student is approved.

4. Assist the student with the academic accommodations process.

5. Assist the student in resolving problems that may occur in the testing accommodations process.

6. Interact with Paine College faculty, staff, and non-Paine College professionals on student's behalf as appropriate (such as DRS counselors, other colleges or graduate programs) with the student’s consent, if required.

7. Maintain records of interactions with students related to the administration of academic accommodations.