

# DISABILITY SERVICES

## *Process for Establishing Services*

### 1. MAKE A REQUEST FOR ACCOMMODATIONS

Contact the Office of Disability Services to schedule an appointment to talk with a staff member about your accommodation needs. During that meeting, the staff member will clarify the process for requesting accommodations and documentation requirements. Phone, Zoom, or in-person appointments are available.

Office location: Ridgway University Center (RUC) 200, within the Office of Counseling Services  
Office hours: 8-5 Monday-Friday fall and spring semesters; 8-2 Monday-Friday during June and July.  
Phone: 812-488-2663  
Email: [disabilityservices@evansville.edu](mailto:disabilityservices@evansville.edu)  
Webpage: <https://www.evansville.edu/counseling/disability/index.cfm>

### 2. SUBMIT APPROPRIATE DOCUMENTATION

Students who wish to request accommodations must establish eligibility by providing appropriate written documentation to the Office of Disability Services. The documentation should include an evaluation by an appropriately licensed healthcare provider, such as a physician, psychiatrist, or psychologist. The documentation should clearly state a diagnosis and make evident the current impact of the disability as it relates to the accommodations requested.

Examples of common sources of documentation may include the following: IEP, 504 plan, psychological report, written letter from licensed healthcare provider. Students should talk with a Disability Services staff member to find out what documentation they need to submit specific to their accommodation requests. Disability Services can provide the students with a disability verification form for healthcare providers to use when writing documentation.

### 3. MEET WITH DISABILITY SERVICES STAFF MEMBER

After submitting documentation, the student must schedule an appointment with a Disability Services staff member for individual consultation. The consultation serves to establish a relationship between the staff member and the student and to review the current impact of the disability in the academic setting. Appropriate and reasonable accommodations are determined based on student report, observation, and documentation. Documentation is kept confidential and maintained in the Office of Disability Services

Students must register with the Office of Disability Services and complete an accommodation agreement before using their approved accommodations. This allows Disability Services to notify instructors and key administrators in writing of the student's approved accommodations and offer assistance to implementing the accommodations, if necessary. Students who want to use their academic accommodations for subsequent semesters must schedule an appointment to meet with Disability Services each semester to review progress, review the student's schedule and needs for the new semester, and secure appropriate releases for notification of instructors and key administrators.