Disability Services Registration Form

DSU desires to create an accessible community where individuals with disabilities have an equal opportunity to pursue their educational goals, limited only by their abilities, not their disabilities.

Consistent with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973, individuals with disabilities are protected from discrimination and assured services and accommodations that provide equal access to the activities and programs of the university. To establish that an individual is covered under ADA, documentation must indicate that the disability substantially limits a major life activity. Major life activities include, but are not limited to: performing manual tasks, seeing, hearing, walking, standing, lifting, speaking, breathing, learning, and working. In general, the less apparent the disability, the more information is generally required to assess a student’s needs and make reasonable accommodation decisions.

Disability Documentation Requirements:

- Documentation must indicate that the disability substantially limits a major life activity.
- Indicate whether the impact is current and stable or fluctuating (conditions that fluctuate over time may require more recent documentation and ongoing updates of documentation).
- Clearly and specifically demonstrate the need for all of the student’s requested accommodations.
- Be provided by a licensed clinical professional familiar with the history and function limitations and impairments. The clinical professional should be someone other than a member of the student’s family.
- Be submitted on official letterhead of the professional describing the disability or clinical professional may complete the DSU Office of Disability Services provided “Request for Documentation” form.
- Be dated, signed, include the name, title, professional credentials of the evaluator, and information about state licensing and/or certification.
- Students with multiple disabilities should identify all diagnosed disabilities. By doing so, the Office of Disability Services is best quipped to make the most appropriate accommodation recommendations.

DISCLAIMER: Documentation from a licensed clinical professional must be submitted to the Office of Disability Services in order for disability services professionals to effectively provide students with reasonable and appropriate accommodations. Please note, submitting third party documentation does not guarantee that specific accommodations/recommendations can or will be provided by DSU. No disability is the same, therefore, each case will be considered on an individual basis.
Name: ___________________________  EMPL ID: ________________

Application Date: _________________  Date of Birth: _____________

Home Address: ________________________________________________

Phone Number: ________________________________________________

DSU email: __________________________________________@ndus.edu

Advisor: ___________________________  Major: ______________________

Estimated Graduation Date: _____________________________________

Emergency Contact:
• Name & Relationship: _________________________________________
• Phone Number: _______________________________________________

Do you have a signed FERPA?  YES  NO
• If yes, who is on the FERPA release? ____________________________

Are you an athlete at DSU?  YES  NO
• Are coaches aware of your disability/condition?  YES  NO

Are you now or have you ever served in the military?  YES  NO

Are you currently living in campus housing?  YES  NO
• Does a housing director (HD) or residential assistant (RA) know of your
disability/condition? __________________________________________

Do you have any allergies? Please list. ____________________________

Additional Information:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
History

List any and all conditions/disabilities diagnosed by a licensed clinical professional.

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

How often does your condition/disability occur?

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

How does your condition/disability affect your performance as a student?

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

How does your condition/disability affect work and social life?

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

How does your condition/disability affect your living environment?

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

What accommodations have helped you academically in the past?

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
What accommodations have not helped academically or are you not interested in having?

___________________________________________________________________
___________________________________________________________________

Describe issues you are having within the classroom, housing, or other campus related activities that may require accommodations.

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

The following reasonable accommodations are requested by the student in order to perform essential academic functions as a student at DSU:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Which of the following do you have difficulty doing? Check all that apply.

☐ Paying attention in class
☐ Taking Notes
☐ Managing Time
☐ Understanding what I read
☐ Spelling
☐ Putting thoughts into words
☐ Following directions
☐ Attending classes
☐ Completing assignments
☐ Memorizing
☐ Reading
☐ Proofreading
☐ Finishing exams on time
☐ Being motivated
☐ Organizing my notes, classes, due dates, etc.
☐ Asking for help
Authorization for release of information relating to disability accommodation(s):

I hereby authorize, ______________________________(physician, psychologist, psychiatrist, educational diagnostician, other) to release any information required on this form. By signing this form, I understand that once this request for accommodation(s) is processed, I may be required to provide additional documentation, on a case-by-case basis, of changes in my condition. I fully understand that this request for accommodation(s) is based on DSU’s need for documentation to support my request for services.

I understand that DSU has no obligation to provide services until appropriate documentation has been received by the appropriate office handling the accommodation on my campus. I further understand that services may be discontinued should documentation not be received within thirty (30) days of receiving temporary services – unless there are extenuating circumstances. I authorize DSU officials (such as staff providing disability accommodation services, Provost, General Counsel, Vice President of Student Affairs, Student Wellness Coordinator, Director of Student Life, etc.) to: verify, discuss, transmit, or release information on a “need to know basis only”, the contents of this request form with my physician, psychologist, diagnostician, practitioner, and/or other authorized DSU personnel. This document will be treated as a confidential medical record. I, the undersigned, authorize the staff providing disability accommodation services to contact relevant DSU system disability services staff to share information pertaining to my accommodation(s) for the purpose of coordinating appropriate services and determining any necessary and reasonable academic adjustments.

I understand that it is my responsibility, as a DSU student, to register each semester with the Office of Disability Services to receive accommodations as a student with a disability.

Name: _______________________________________________________________________________

Signature: _____________________________________________________________________________

Date: ________________________________________________________________________________

Director, SOAR Center: __________________________________________________________________
My initials below affirm that I am registered with DSU’s Office of Disability Services as a student with a disability as defined by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Initialing below will signify that I understand that despite my disability,

__________ I must meet the minimum/technical standards as set forth by my program of study and the classes I take with or without accommodations.

__________ I understand that accommodations are determined by the Office of Disability Services. Third party documentation does not guarantee that an accommodation/modification for any campus involvement/activity will be granted if reasonable and appropriate accommodations are being provided by the Disability Services Office.

__________ I understand that if I need to make changes to or renew my accommodations letter, it is my responsibility to contact the Office of Disability Services requesting these services.

__________ I understand it is my responsibility to schedule all quizzes and exams at least three days in advanced with the Office of Disability Services. Failure to do so may result in a zero for the quiz/exam.

__________ I understand that DSU and Disability Services has a zero tolerance policy for academic dishonesty. Anyone caught cheating during the proctoring of an assessment will be turned in for academic misconduct and go through the code of conduct violation process.