

## **GUIDELINES & PROCEDURES**

Disability Services  
[equalaccess@luther.edu](mailto:equalaccess@luther.edu)

Student Academic Support Center (SASC)  
Preus 108, Luther College  
ph:(563) 387-1270; fax:(563) 387-1411



The Student Academic Support Center assists Luther College students who are eligible for disability services. Eligibility for accommodations and services is based on professional verification that the disability substantially impairs the ability to perform major life functions, and that the accommodations ensure equal access and educational opportunity.

### **Registration Guidelines**

Registering for services begins with completion of the Intake Form followed by submission of appropriate documentation, using either the Impairment and Disability Assessment Form or letterhead signed by a qualified health care professional.

The documentation is reviewed by SASC in accordance with Luther College guidelines. Interpretation of the documentation and determination of appropriate accommodations is discussed in a follow-up appointment with a SASC staff member.

### **Procedure for Using Services**

Once registered, students may start using services immediately. Most services can be implemented quickly, however, Luther College policy and federal disability law emphasize that students are responsible for making timely requests for accommodations and services. It is the student's responsibility to request accommodations and services as needed. No accommodations or services will be implemented unless initiated by the student.

At the beginning of each semester, students should do the following:

- Attend all courses and get a copy of the syllabus for each course. Review the syllabus to determine IF accommodations and/or services will be needed for the course. If you qualify for exam accommodations, please review the syllabus for the exam dates. If the dates do not appear on the syllabus, ask the instructor for this information.
- Schedule an appointment with SASC and bring course syllabi to that appointment.
- At the appointment, the SASC staff member will assist in preparing the Student Academic Accommodation Request (SAAR) letter to communicate and verify your eligibility for specific classroom/exam accommodations.
- The student is responsible for delivering the SAAR letters to the instructor for each course where accommodations are being requested. Discuss the accommodation request with each instructor. Questions may be directed to a SASC staff for clarification. The instructor makes the final decision on the request.
- If you qualify for reading or notetaking services, additional forms must be completed. For reading services, students are responsible for purchasing texts for scanning and for ordering books on tape.