

NUMBER: OSDS 2.00

SECTION: Office of Student Disability Services

SUBJECT: Requesting and using accommodations while registered as a Student with a disability at USC Columbia

DATE: July 1, 2007

REVISED: June 28, 2010

Policy for: Office of Student Disability Services; Columbia Campus

Procedure for: Office of Student Disability Services; Columbia Campus

Authorized by: Karen Pettus

Issued by: Office of Student Disability Services

I. Policy

A student who is registered with the Office of Student Disability Services (OSDS) and is approved for accommodations must request accommodations via our website each semester and fulfill responsibilities in using accommodations. Any student who has accessibility concerns with the website or request form should contact OSDS at 777-6142 or visit OSDS in 112A LeConte College for assistance.

II. Procedure

In order to use any academic accommodations that have been approved, the student must request the services using the “letter to professor” online request form. After receiving the request, the student’s assigned Coordinator will prepare the letters and email them directly to the faculty members indicated. The student will be copied on each of these emails which will serve as notification that the faculty members have been notified. The student may also request that letters be prepared in hardcopy format should email delivery not be desired. Coordinators will prepare letters only after they receive notification from the student that indicates which faculty members need to be notified.

Prior to receiving any approved accommodations, the student must self-identify themselves to their faculty members and discuss the manner in which their accommodations will be provided for. Students who requested hardcopy letters must present these letters to their faculty and also discuss their approved accommodations.

Students should request letters to professors and make all accommodations requests before or during the first week of classes. Early disclosure to faculty allows students to benefit from accommodations earlier in the semester and gives faculty the opportunity to better plan for the provision of accommodations. OSDS has found that students who request accommodations and

talk to their faculty about accommodations earlier in the semester are less likely to get behind and more likely to be academically successful during the semester.

If you are a student with a physical disability, you should speak with each professor at least one month prior to classes, however it is best that you speak with faculty before enrolling in a course. Early discussion with the faculty member can allow you and the faculty member adequate time to work out any accessibility concerns.

III. Reason for Revision

Policy was revised on June 28, 2010, in order to reflect procedural changes.