

HOW TO REQUEST DISABILITY SUPPORT SERVICES

A TIMELINE OF SERVICES FROM REQUEST TO ACCOMMODATIONS

1. You may request services from the Office of Services for Students with Disabilities (SSD) as soon as you are admitted to IPFW or, if you are already enrolled in classes, as soon as you are diagnosed with a disability. While we recommend starting this process before the beginning of the semester, you may request assistance at any time of the year.

2. To request disability support services, you will need to do the following:

- Complete an Application Form On-Line
- Provide comprehensive information from a licensed professional who can document your disability (see Documentation Guidelines).
- If you prefer mail, fax, or hand-deliver these items to our office in Walb Union 113.

3. Materials are reviewed by the appropriate SSD staff member in the order in which they are received.

4. When the review process is complete, you will be contacted by the SSD office stating the outcome of the review.

If you are determined to be eligible to receive disability assistance, you will be contacted to set up an appointment to discuss the support services to which you are entitled.

5. At this time, you will fill out a Request for Accommodations Form. An Accommodations Memo will be created for you to provide each of your instructors.

If your materials lack sufficient information to provide determination of disability status, you will be informed of additional information needed and advised how best to proceed.

If you are determined to be ineligible to receive disability assistance, you will receive information detailing specifically why this determination was made. In addition, you will be referred to academic support services that may assist you.