



Disability Support Services University of Alabama in Huntsville

317 Willson Hall
Huntsville, AL 35899
T: 256.824.1997
F: 256.824.6672
dssproctor@uah.edu

Application for Services

Personal Information

Today's Date: _____

Last Name _____ First Name _____ Student ID: A _____

Local St. Address _____ City _____ State _____ Zip _____

Mailing St. Address: _____ City _____ State _____ Zip _____

UAH email: _____ Phone: _____

Date of Birth: _____ Age: _____ Gender: _____

Employed at: _____ Hours per week _____ Veteran: Yes No

If yes, please list your VA contact: _____ Are you a consumer of the

Bureau of Vocational Rehabilitation, Bureau for the Visually Impaired, or Bureau for the Deaf and

Hard of Hearing? Yes No

If yes, which agency: _____

Counselor Name: _____ Counselor Phone: _____

Educational Information

Where did you attend high school? _____

Did you receive special education services in high school? Yes No

Are you transferring from another college or university? Yes No

If yes, where? _____

Have you received accommodations from another college or university? Yes No

If yes, what accommodations did you receive? _____

Enrollment Status:	Class Standing:	College:	<i>If not</i>
Full Time	Freshman	Administrative Science	<i>enrolled,</i>
Part Time	Sophomore	Engineering	<i>expected</i>
Not Enrolled	Junior	Nursing	<i>start?</i>
Number of Credits:_____	Senior	Liberal Arts	Fall
	Graduate	Science	Spring
		Undeclared	Summer

What is your major? _____ GPA: Last Semester: _____ Cumm: _____
International Student: Yes No Transfer Student: Yes No

Disability Information

Please mark ALL that apply: *I am requesting accommodations because I am and individual with:*

Attention Deficit Hyperactivity Disorder (ADHD)
Psychological/Psychiatric Impairment
Learning Disability
Chronic/Acute Medical illness
Traumatic Brain Injury/Closed Head Injury

Visual Impairment
Mobility Impairment
Physical Impairment
Hearing Impairment
Other: _____

Date of Initial Diagnosis: _____ Diagnostic Practitioner: _____

Please describe your primary disability: _____

How does your disability affect your academic activities? _____

How does your disability affect your daily functioning: _____

Please describe academic or physical accommodations you received in high school: _____

If applicable, please describe any secondary disabilities: _____

Informed Consent
(Release of Information for Disability Support Service)

Confidentiality of information is an important component of Disability Support Services (DSS). Information provided to DSS is considered part of your educational record and is covered under the federal Family Education Rights and Privacy Act (FERPA). As an enrolled student, you receive an update about FERPA each year via mail. Copies of this policy document are also available from the registrar. Information provided to this office will be used to establish ADA/504 eligibility and to develop appropriate accommodations for a given disability.

Once any papers are received, DSS will create a paper file. DSS owns and maintains these files in secure storage for up to five years after the last year in which the student was enrolled with DSS. After that time, DSS destroys the physical file and all its contents.

At times, it is necessary to speak with professors and other University personnel regarding a DSS registered student. University officials who have a legitimate educational interest in your disability status also have access to FERPA protected records.

For DSS purposes, this release of information authorizes exchanges of information between DSS officials and **your current and past professors, any agency person who conducted an evaluation submitted for consideration of accommodations, and qualified psychological/medical staff of the University**. Information may also be released without prior consent to appropriate off campus individuals in accordance with legal and ethical standards, such as behavior which endangers the safety of self or others, child or elder abuse, or upon an official court order. Appropriate information may also be disclosed in the event of a medical emergency. On occasion, third parties such as courts of law, civil rights investigators, etc. may legally order DSS to release information with or without a signed authorization from the student.

DSS encourages students to obtain and keep copies of their documentation for future use. DSS **will not** forward documentation that originated with another institution of professional, nor will be provide copies for your future records.

If you have any questions regarding these policies, please discuss them with the Disability Coordinator before signing this release. Your signature verifies that you have read, understand, and agree to these policies. You can request a copy of this form for your records.

Signature

Printed Name

Date

Witness

Printed Name

Date

NOTE: This release of information does not constitute an approval by DSS for accommodations.

Student Rights and Responsibilities Disability Support Services

Qualified students with disabilities have the right to an equal opportunity to participate in programs offered through the university of Alabama in Huntsville. Students who chose to exercise these rights have the responsibility to initiate and participate in the accommodation process.

Recognize this, students:

1. Have a responsibility to identify themselves as needing accommodations in a timely fashion, the student must provide documentation form an appropriate licensed professional.
2. Have a responsibility to document how their disability affects a particular delivery system, instructional method, or evaluation criteria when requesting accommodation.
3. Have a responsibility to actively participate in the search for accommodations and auxiliary aids.
4. Have the responsibility of notifying their instructors of their disability and providing them with Letters of Accommodation (LOA's).
5. Have the responsibility to communicate to their professors their individual needs and work with the professors on methods of accommodation.
6. Have the responsibility to schedule proctored exams in advance of test date.
7. Have the same obligation as any student to meet and maintain the institution's academic and technical standards.
8. Have a right to be evaluated based on their ability, not their disability. If their disability affects the outcome of an evaluation method they are entitled to an evaluation by alternative means.
9. Are entitled to equal opportunity to learn. If the location, delivery system or instructional methodology limits their access, participation, or ability to benefit, they have a right to reasonable alteration (to be determined by University officials) in those aspects of the course (or program) to accommodate their disability.
10. Are entitled to an equal opportunity to participate in all aspects of the academic community at a comparable level that is provided to any student.
11. Have a right to appeal decisions concerning accommodations.

The University of Alabama in Huntsville has a responsibility to identify and maintain the academic and technical standards that are fundamental in providing quality academic programs while ensuring access to student with disabilities. In meeting these obligations the University:

1. Has the responsibility to inform its applicants and students about the availability and the range of accommodations.
2. Has the responsibility to ensure that all of its programs (not all physical facilities) are accessible.
3. Has the responsibility to make reasonable adjustments in the delivery, instructional method and evaluation system for a course to accommodate the specific manifestation of the disability.
4. Has the responsibility to adjust, substitute, or waive any requirement/course that has a disproportionately negative impact on a disability and is not fundamental to the student's academic program.
5. Has the right to identify and establish the abilities, skills, and knowledge necessary for successful entrance into its program and to evaluate applicants on that basis.
6. Has the right to identify and establish the abilities, skills, and knowledge that are fundamental to academic programs and to evaluate each student's performance on that basis.
7. Has the right to request and review documentation on a yearly basis in support of accommodation requests. Upon review by appropriately designated DSS individuals, the University has the right to refuse an unsupported or unreasonable request.
8. Has the right to select between equally effective methods of accommodating a student with a disability.
9. Has the right to refuse an accommodation based on undue hardship as determined by designated University Officials (e.g. a major structural renovation).

I have read the above statements of rights and responsibilities and agree to abide by such statements for such time as I am receiving services from Disability Support Services. Furthermore, I understand that failure on my part to abide by these guidelines could hinder timely appropriation of accommodations.

Student Signature

Disability Support Services Representative

Date

Date