

## **Accessing Disability Services – Traditional**

It is the practice of Southern Wesleyan University to comply with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, as well as with state and local requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability will be denied access to or participation in any services, programs or activities of Southern Wesleyan University.

### **Accessing Disability Services**

Students are responsible for identifying themselves to Martha Mishoe the Student Success Coordinator within the Student Success Center and for scheduling an appointment for an intake meeting with the Coordinator. Students are also responsible for providing appropriate and current documentation of his/her disability and incurring the cost of acquiring this documentation. In order for information to be provided to professors in a timely manner, the Student Success Coordinator should be contacted prior to the first day of classes for the semester in which the student plans to attend.

### **Process for Obtaining Services**

1. The student contacts Student Success Coordinator.
2. An intake meeting is scheduled between the Student Success Coordinator and student.
3. An interview for services is completed and documentation is provided at the intake meeting.
4. The documentation is reviewed and a determination is made regarding the reasonable accommodations to be made.
5. The Student Success Coordinator sends the appropriate instructors and related SWU personnel an email notifying them of the students need for accommodations and sends a copy to the student.
6. Instructors review the accommodations and confer with the student and Student Success Coordinator as needed.
7. After the accommodations have been approved, it is the student's responsibility to introduce himself/herself to the instructor on the first day of class and provide any further information they deem necessary.
8. The Student Success Coordinator and instructors will address any issues that may arise with providing the requested accommodations.
9. The student must meet with Mrs. Mishoe at the beginning of each semester to renew accommodations request for that specific semester.

## **Required Documentation**

All documentation must be current in order to be acceptable. In order to be considered current, it must fall within the following time frames:

- Within 3 years for learning disabilities and all other disabilities (*This does not apply to physical or sensory disabilities of a permanent or unchanging nature.*)
- Within 1 year for psychiatric disabilities

Documentation should be typed on official letterhead, dated, and signed by a credentialed professional.

**Documentation provided on a prescription pad is not acceptable.** The documentation should include the following:

- A diagnostic statement identifying the disability
- A description of the diagnostic methods used along with copies of test results
- A description of the student's current functional limitations
- A description of the expected progression of the disability, if relevant
- A description of current and past accommodations, services and/or medications
- Recommendations for accommodations, strategies and/or service

Student disability and accommodations records are treated as confidential information under applicable federal and state laws as well as University policies. Information is provided only to support individuals on a need-to-know basis.

Students who find services unsatisfactory or who wish to file a grievance should contact Martha Mishoe Student Success Coordinator and chairperson of the Committee for Students with Disabilities at [mmishoe@swu.edu](mailto:mmishoe@swu.edu) or Maggie Turner, Director of Community Engagement [mturner@swu.edu](mailto:mturner@swu.edu).

## **Contact Information**

**Martha Mishoe**, Student Success Coordinator

### **Mailing Address:**

Southern Wesleyan University  
Attn: Martha Mishoe  
P. O. Box 1020  
SWU Box 1994  
Central, SC 29630

**Phone:** 864-644-5036

**Fax:** 864-644-5979

**Email:** [mmishoe@swu.edu](mailto:mmishoe@swu.edu)

### **Office Hours:**

Monday – Friday: 8:00 a.m. – 4:30 p.m.

### **Office Location:**

Rickman Library, Office 224