



WILBERFORCE UNIVERSITY

Americans with Disabilities Act (ADA) Policy and Process

Wilberforce University embraces the philosophy of inclusion of persons from a variety of cultural and ethnic backgrounds, varying ages, and who have disabilities. Wilberforce University recognizes that there are increasing numbers of students with disabilities being admitted to and graduating from colleges. These students are fulfilling their lifelong career goals at the same rate as their peers without disabilities. Wilberforce University offers disability services through the Center of Academic Support and Student Success (CASSS) Office.

The purpose of providing disability services at Wilberforce University is to eliminate physical and academic barriers and to fulfill the University concept of assisting students in achieving their educational, career, and personal goals through the full range of institutional and community resources. In addition, the services offered are established to ensure that students with special needs receive support services and accommodations to allow them equal access to all Wilberforce program offerings and that they have the opportunity to realize their potential. To receive disability services at Wilberforce University, students must self-identify and submit their documented Individualized Education Program (IEP) paperwork from their respective high schools to the Admissions Office who forwards said documentation to the Disabilities Coordinator. It is strongly recommended that students self-identify early in the semester. Reasonable accommodations will only impact future college work and is not retroactive to college work done prior to self-identification.

The CASSS Office will determine accommodations as mandated under federal law. Student needs are individualized - what works for one student with a disability may not be effective for another student with the same disability. The following list shows examples of potential accommodations that Wilberforce University provides:

- Priority registration
- Extended time for exams & quizzes
- Low distraction testing room
- Large print exams
- Braille exams
- Oral testing
- Interpreters
- Transcribers
- Lab assistant
- Notetakers

- Copies of overheads & PowerPoint
- Taping lectures
- Accessible room and/or desk
- Books on tape or digital format

Although Wilberforce University is committed to providing reasonable accommodations for students with disabilities, it will not provide accommodations that fundamentally alter the nature of a course, program or service.

Wilberforce University Accommodation Process

The Accommodation Process used at Wilberforce University requires five steps. They include:

- 1) A student must disclose that they possess a disability to the Disabilities Coordination at Wilberforce University, preferably at the beginning of the semester.
- 2) The student must provide documentation from an objective professional qualified to diagnose the student disability. The documentation must confirm the diagnosis and verify the manner in which the disability limits major life activities relevant to a student's participation at Wilberforce University. IEP documentation from the last high school attended can serve as this documentation.
- 3) Once the documentation is received, it will be reviewed within a week to ascertain the extent to which the student is deemed eligible to receive services from Wilberforce University personnel.
- 4) The Disabilities Coordinator will send information concerning the reasonable accommodations to all faculty and staff members involved with the student's academic success. The student will arrange to meet with faculty at a mutually agreed upon time to discuss any issues relative to their having a successful academic semester.
- 5) Upon implementation, the Disabilities Coordinator will periodically review the accommodations occurring during the semester to determine if the accommodations are meeting the student's educational needs. These periodic reviews can serve to identify alternatives and to get any concerns resolved quickly.

Publication of ADA Compliance to Students

To ensure all students are aware of the Americans with Disability Act, the syllabi of all courses offered at Wilberforce University contain an ADA statement. Furthermore, the ADA statement can be found in the University Catalog and the Student Handbook.

For more information please contact the Center of Academic Support and Student Success at (937) 708-5257 or visit our website at

<http://www.wilberforce.edu/academics/the-center-for-academic-support-and-student-success/>