



Process to Request Reasonable Accommodations

Academic Services is dedicated to fostering the University's Mission to ensure that qualified students with disabilities who are admitted to the University are afforded equal access and opportunity to participate in and benefit from programs, services and activities of the University. Students who would like to become eligible to receive reasonable accommodations can follow the steps below to initiate the eligibility review process. The process to become eligible to receive accommodations can take 2-3 weeks after completing an intake meeting.

Students follow these steps to become eligible:

1. Collect Documentation

Documentation may include educational or medical records, reports, evaluations and assessments created by health care providers, school psychologists, teachers, or the educational system. This information is inclusive of documents that reflect education and accommodation history, such as Individual Education Program (IEP), Summary of Performance (SOP), and teacher observations. **Students in the Nursing program need to submit a neuropsychological evaluation.*

2. Submit Documentation

Once collected, students submit their documentation to Academic Services. Student can drop off documentation in-person to Academic Services located on the Romeoville Campus in the Learning Resource Center, room 342, scan and email it to learningaccess@lewisu.edu or fax it to (815) 834-6614.

3. Schedule an Intake Meeting

Intake meetings can be scheduled by calling (815) 836-5593 or by emailing learningaccess@lewisu.edu. Documentation must be received by Academic Services in order to schedule an intake meeting. The intake meeting will include a conversation about accommodations that will reduce barriers to the educational environment with the Learning Access Coordinator. Students can also expect to discuss their disability and medical history as well as their current and past experiences in various learning environments. Intake meetings can be scheduled by calling (815) 836-5593 or by emailing learningaccess@lewisu.edu. Documentation must be received by Academic Services in order to schedule an intake meeting.

4. Attend the Intake Meeting

Students must attend the scheduled intake meeting to complete the eligibility review process. Submission and/or receipt of documentation by Academic Services or other offices at Lewis University does not make a student eligible for accommodations.

Based on a review of the documentation provided and the intake meeting, a decision on eligibility for reasonable accommodations will be made by the Learning Access Coordinator. In some cases, additional documentation or an additional meeting may be requested prior to determining eligibility.

When a student becomes eligible for reasonable accommodations they can expect the following:

The Learning Access Coordinator will Create an Accommodation Memo

The memo will outline the accommodations, services and supports that the student is eligible for based on the intake process. The memo does not describe the student's disability.

Accommodation Memos Delivered Via Email

The memo is sent to each student's course instructor(s) at the beginning of each semester. If the student becomes eligible during the semester, the memo is sent at that time.

Eligible students are responsible for the following:

Speak With Instructors to Implement Accommodations

Once the Accommodation Memo is delivered, students are required to contact course instructors to describe the details of their request and implement accommodations. However, students are not required to disclose the nature of their disability to their instructors.

Arrange or Schedule Accommodations and Services

Exam accommodations and services are arranged by the student. The Learning Access Coordinator can help students during this process. Examples of such services are: alternative testing services, note-taking services, books or materials in alternative formats, communication services (such as interpreters or CART services).

Academic Services Contact Information

Location: Learning Resource Center, Room LR-342

Hours: Monday – Friday: 8:30 a.m. - 5 p.m.

Phone: (815) 836-5593

Email: learningaccess@lewisu.edu

lewisu.edu/case/disabilityservices