THE PROCESS FOR REQUESTING ACCOMMODATION

The University of Delaware is committed to providing equal access for students requiring reasonable accommodation in accordance with the Americans with Disabilities Act, as amended (ADA-AA) and section 504 of the Rehabilitation Act of 1973. Moreover, the University strives to provide an inclusive campus community.

- **The student must begin by notifying The Office of Disability Support Services (DSS) of his/her need for accommodation.** The student should send the necessary information regarding a substantial and/or functional limitation. Please refer to our web site [www.udel.edu/DSS](http://www.udel.edu/DSS) for guidance on submitting adequate information.

- **The student should complete and submit a DSS Intake Form.** A student may also request an intake interview with a DSS staff member. An intake interview may be required in order to establish the need for reasonable accommodation.

- After the student contacts DSS and provides sufficient information, it will be reviewed. A letter will be sent to the student’s local or current address regarding the Committee’s decision.
  
  - When the need for accommodation is clear, **the student must schedule an orientation meeting with a DSS professional.** Accommodation(s) **cannot** be provided until after the orientation meeting with DSS. Because increasing independence is an important aspect of the college experience, DSS will typically meet privately with the student. However, we welcome any additional information from parents whether before or after this meeting. During the meeting, DSS will discuss with the student reasonable accommodation(s), steps for accessing accommodation(s) and the student’s responsibilities in using accommodation(s).

  - In situations when the need for accommodation is not clear, a letter will be sent to the student explaining the findings and outlining possible next steps.

Please refer to our web site for more information or contact The Office of Disability Support Services.

BLK October 10, 2013