

CAMPBELLSVILLE UNIVERSITY

Services for Students with Disabilities

Accommodations, Assistance, & Information for Students with Disabilities

Overview

Campbellsville University is committed to providing equal educational opportunities and full participation for persons with disabilities. The Disability Services Coordinator advocates an atmosphere in which all students are afforded equal access and the opportunity to be involved in activities available at Campbellsville University. The Coordinator also serves as the liaison for students with the faculty, staff, and administration. **To be eligible for services, students must identify themselves to the Disability Services staff located in the BASC (Badgett Academic Support Center). Students are also required to provide recent documentation of their disability. Until the appropriate documentation is provided, the department cannot support a student's request for services allowed.**

Regional and Online students should email or call for more information.

Our Mission

Disability Services aim is to provide services to students, faculty, and staff that encourage Campbellsville students with disabilities to become self-sufficient in managing their accommodations.

Accommodations and Support Services

Campbellsville University offers a limited range of accommodations and support services designed to assist students with disabilities. Each person has a different set of needs. Accommodations are determined on an individual basis, utilizing the student's disability related documentation (which cannot be older than 3 years old). The appropriate accommodations and services are determined through review of required documentation and confidential interviews with the disability services coordinator. Some of the accommodations and services include but not limited to:

- Determination of appropriate accommodations
- Extended testing time
- Distraction reduced testing environment
- Physical classroom accommodations or modifications
- Note sharing or audio-recording of lectures
- Use of technology devices in/outside classroom
- Accessible parking/housing (if appropriate)
- Communication with faculty and/or advisor regarding student needs
- Assistance obtaining recorded textbooks and identifying readers/tutors/aids
- Information and referral for additional resources outside the university-(such as the Office of Vocational Rehabilitation—which is located in nearly every county. They can provide psychological evaluation & administer tests for diagnosing Learning Disorders, etc.

Academic Support Center

Campbellsville University is committed to providing services and programs that assist all students in further developing their learning and study skills, and reaching their academic goals. Some of the services offered through the Academic Support Area include (Regional Centers will vary in location of support services):

- **The BASC has a study area (open space & rooms) on CU main campus.** In addition, students can learn and practice effective strategies in writing, study skills, note taking, time management and oral presentations.
- **The Tutoring and Writing Center** provides individual and/or peer tutoring services free of charge.
- **Office of Counseling Services** offers test anxiety and stress management counseling and workshops in addition to individual counseling.
- **Career Services** can assist students in exploring career interests through assessments, provide resume and job search information, etc.

Eligibility for Services

To receive disability-related accommodations and support services, appropriate documentation of the student's disability is required. This information will remain in a confidential file with the Disability Services Coordinator. "Appropriate Documentation" is described for each of the following categories.

Learning Disabilities and ADD/ADHD

Required documentation is typically a copy of the results of a psycho-educational assessment, conducted by a trained and certified professional. Assessments for Learning Disabilities and ADD/ADHD should have been administered within the last three years. Testing must be comprehensive for the purpose of diagnosis. Evaluations should include information on the student's aptitude/intellectual functioning, processing ability, and achievement. Actual subtest scores and grade/age equivalent scores should be provided. All professional documentation of diagnosis should be current (within the last three years).

Psychological Disabilities

Written documentation of a current (within the last three years) psychological disability diagnosed by a licensed mental health professional (psychologist or psychiatrist).

Physical and Medical Disabilities

Written documentation completed by a certified licensed health professional (i.e. Physician, optometrist, speech or language specialist, audiologist, etc). All professional documentation of diagnosis should be current (within the last three years).

Documentation Requirements

Required documentation (less than 3 years old) must include at least the following:

1. The official diagnosis.
 2. The method of diagnosis (interview, personality assessments, mental health instruments, physical exam, etc.)
 3. How the disability affects the student's ability to perform academically and his/her daily functioning.
 4. Treatment plans (e.g. on-going therapy, medication prescribed, and physical therapy).
 5. Recommended accommodations that would assist with academic achievement.
 6. The names and titles of the evaluators, as well as the date(s) of testing.
- Disability documentation should be submitted directly to Disability Services Office. If disability documentation is submitted to other offices on campus--such as Admissions-- it is not automatically forwarded to the Disability Services (DS).
 - After calling to make sure documentation is received, follow up with coordinator of disability services in person, or by phone.
 - Be prepared to talk about yourself, your disability and accommodations utilized previously that helped you succeed academically. **Disabilities Services staff will help determine which reasonable accommodations will best suit your needs as a college student at Campbellsville University.**
 - Once registered for classes, it is student's (on campus) responsibility to pick up accommodation letters each semester and deliver to professors- at their own discretion. At Regional Centers and online Disability Services will distribute to professors (but you must notify Disability Services at beginning of each new term).
 - If extended time testing is allowed on campus students have the option to test in one of the private BASC testing rooms. It is the student's responsibility to schedule for an exam room with DS and to notify the professor themselves requesting them to forward the exam to the DS office well in advance of the scheduled exam time. Regional Campuses will determine a private testing room and allow extended time (time and half more than normal class period).

Students who live on campus should notify Office of Campus Security and the Disability Services coordinator at the beginning of the semester if evacuation assistance will be needed. Detailed information on procedures ("Student, Faculty, and Staff Emergency Procedures Handbook"), is available in your dormitory and Office of Campus Security.

Campbellsville University is committed to reasonable accommodations for students who have documented learning and physical disabilities, as well as medical and emotional conditions. If you have a documented disability or condition of this nature, you may be eligible for disability services. Documentation must be from a licensed professional and current in terms of assessment. Please contact Disability Services office at 270-789-5450 to inquire about services.

Documentation considered for review can be sent using the address below:

Ashley Abner

Campbellsville University Disability Services Center

Badgett Academic Support Center, room 212

1 University Drive, UPO 874

Campbellsville, KY 42718

Phone: (270) 789-5450, alabner@campbellsville.edu

Fax is 270-789-5186

