

## **APPLYING FOR ACADEMIC ACCOMMODATIONS / SERVICES AT SKIDMORE COLLEGE**

Skidmore College does not have a specific program to support students with disabilities. However, many of the supports available to all students may be useful. In addition, the Coordinator for Students with Disabilities assists students with disabilities in identifying other supports available on and off the Skidmore campus. Academic accommodations and services are granted on the basis of type and extent of the student's documented disability. Skidmore encourages incoming students to apply for needed accommodations/services and to discuss disability issues with the Coordinator well before arriving on campus to start classes.

It is essential that students obtain the appropriate documentation and complete the application process as specified, in order to prevent delay in the Coordinator's review of the request. How to proceed regarding gathering appropriate documentation and filing the application for accommodations are both explained below.

### **1) Documentation Required To Apply for Academic Accommodations / Services**

In order to apply for academic accommodations and/or services at Skidmore, students with disabilities need to provide appropriate documentation to the Coordinator for Students with Disabilities. Since not all students with diagnoses need accommodations, the information provided should demonstrate convincingly both that an educational disability is present and the nature and severity of the disability's impact on the student's functioning in a college setting. The following guidelines explain the necessary components of the documentation:

- Evaluations must be done by professionals who are licensed or certified to evaluate and diagnose the particular disability. The particular type of professional (psychologist, psychiatrist, speech pathologist, audiologist, orthopedist, etc.) depends on both the type of disability and the recommendations made. For example, consistent with the rationale for documentation stated above, a recommendation for extended time on tests almost always requires testing by a psychologist, even if another professional has provided a diagnosis that bears on this issue.
- Students applying for accommodations due to the impact of a diagnosis other than a learning disability or attention deficit/hyperactivity disorder should contact the Coordinator directly to discuss what type of documentation will be needed.
- The evaluation must have been done no more than three (3) years earlier than entry into college, if the student requests accommodations during the first regular academic year, and no more than four (4) years earlier than the month in which accommodations are requested, if the student's request comes at any later point in time.
- The report of the evaluation must provide a diagnosis of a specific disability, scores on all tests administered (expressed as age-based standard scores and/or percentiles), and recommendations for the college setting, each recommendation being tied clearly and specifically to the test findings.
- If psychological testing is done (required in most cases, always for learning disabilities and for attention deficit/hyperactivity disorder), at least two areas - intellectual functioning and academic functioning - must be evaluated in a comprehensive manner. According to accepted best practices for testing evaluations, conclusions must be based on more than

one score contrast. In addition, please note that screening tests of academic skills, such as the Wide Range Achievement Test (WRAT-3) may be included only as supplementary measures: The field of professionals engaged in academic testing do not consider screening tests to be adequate as the sole measures of academic skills.

- Neuropsychological functioning (e.g., specific evaluation of auditory and visual memory, organizational strategies, attention/concentration) should be included as necessary to provide evidence for the disability and the recommended accommodations. However, a recommendation for extended time on tests needs to be supported by evidence from timed tests in academic skill areas.
- Depending on the student, testing in the area of emotional functioning may or may not need to be comprehensive. Since emotional factors can lead to difficulties with attention/concentration and other aspects of learning, however, at least some attention needs to be paid to this aspect of the student's functioning. Conclusions should include discussion of the possible role of psychological factors.
- Qualitative information is almost always useful; it is sometimes essential in clarifying the diagnostic picture and the need for accommodations. This is particularly true in cases where scores are significantly different but the magnitude of the difference is not at all unusual in the general population.

## **2) Steps in the Process of Applying for Accommodations**

Students with disabilities affecting academic functioning may apply for academic accommodations and/or services at Skidmore College. To complete this process, you should:

1. Complete the Application for Accommodations / Services at Skidmore College.
2. If your disability requires a testing evaluation, include a copy of the complete evaluation report (including all test scores) with your application for accommodations. If you are getting a new or updated evaluation, make sure ahead of time that it will fulfill all of Skidmore's requirements for documentation, as explained above.
3. If you had a 504 plan or an IEP during high school, send a copy of the plan for your senior year.
4. If you received any accommodations on the SAT or ACT, include a copy of that authorization letter, along with signed permission for me to contact the liaison between your high school and the SAT or ACT company.
5. Mail all documentation and the completed application to:

**Cynthia Guile, Coordinator for Students with Disabilities**  
**Office of Student Academic Services**  
**Starbuck Center, Suite 102**  
**Skidmore College**  
**Saratoga Springs, NY 12866-1632**

**Application for Academic Accommodations / Services**  
**Skidmore College**

I am applying for academic accommodations / services due to the impact of the following disability:

- |  |   |
|--|---|
| <input type="checkbox"/> visual impairment     | <input type="checkbox"/> mobility impairment                      |
| <input type="checkbox"/> hearing impairment    | <input type="checkbox"/> learning disability                      |
| <input type="checkbox"/> speech impairment     | <input type="checkbox"/> traumatic brain injury                   |
| <input type="checkbox"/> orthopedic impairment | <input type="checkbox"/> attention deficit/hyperactivity disorder |
| <input type="checkbox"/> psychiatric condition | <input type="checkbox"/> medical condition                        |

other: \_\_\_\_\_

Requested accommodations should be based on your past experience, discussion with adults who know your capabilities in an academic context, and anticipated needs in the college setting. For these reasons, it is your responsibility to identify what accommodations / services you believe are both appropriate and necessary at Skidmore:

1) \_\_\_\_\_

In your own words, explain why you need this accommodation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

In your own words, explain why you need this accommodation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3) \_\_\_\_\_

In your own words, explain why you need this accommodation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Continue on the back of this page as needed.)

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I have read and understood the information about disability documentation and accommodations at Skidmore College. I agree to work with the Coordinator for Students with Disabilities in determining, implementing, and modifying my academic accommodations and/or services.

- I give permission to share information about my disability with my faculty advisor.
- I do not give permission to share information about my disability with my faculty advisor.

Name (print): \_\_\_\_\_ Class of: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current e-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

(Note. When your Skidmore email address is activated, all electronic messages will be sent there.) 8/05