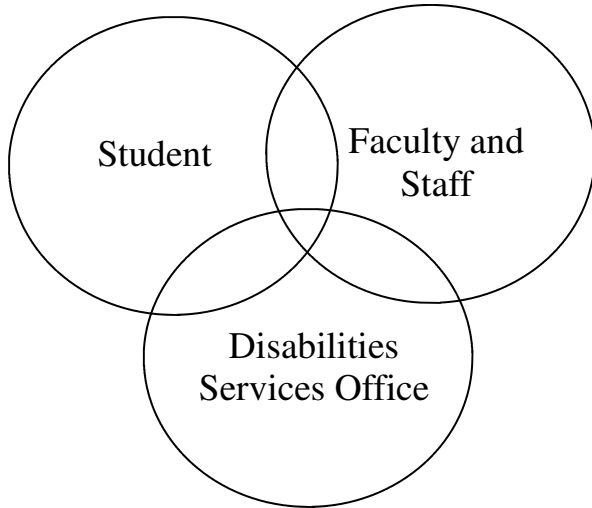


It is important throughout the process for the student, Disabilities Services Office, and faculty and staff to work together as a team.



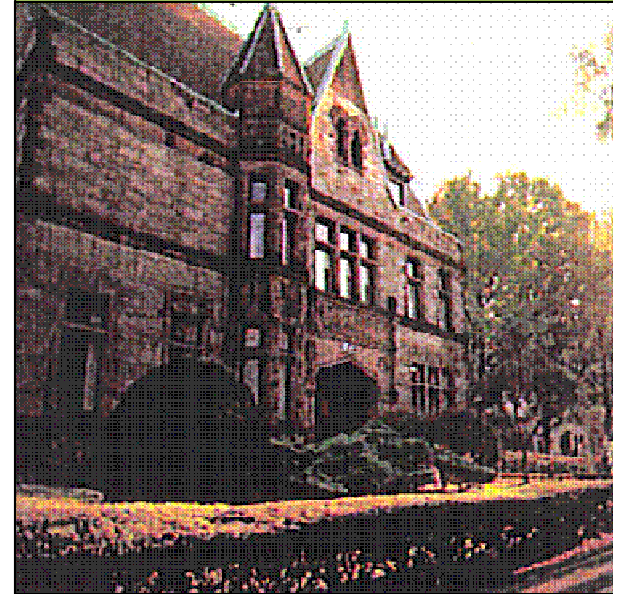
To Contact our Office:

Albany Campus
(518) 292-1764

Troy Campus
(518) 244-6874

Katherine Norman
Director of Disabilities Services

Sage Students: Finding Assistance for Disabilities at The Sage Colleges



The Accommodation Process

There are three main steps for the student to follow in the accommodation process.

Step 1: Meet with the Disabilities Services Office with your current documentation from a licensed professional.

Step 2: Meet with faculty to discuss your accommodation.

Step 3: Begin using accommodations and review as necessary.

Step 1: Meet with the Disabilities Services Office

Make an appointment with the disabilities services director and bring current documentation from a licensed professional.

In order to receive accommodations, you must disclose your disability to the Disabilities Services Office. All disclosures and documentation will remain confidential. You must sign a consent form if you would like the Disabilities Services Office to discuss your information with faculty.

Accommodation Letters:

- This letter identifies that you are a student with a documented disability and it is developed for your needs from your documentation.
- Any request not covered by your documentation will require additional support from a licensed professional.
- You must pick this letter up and deliver it to each faculty member at the beginning of semester in order to receive reasonable accommodations in the classroom.

- You may choose not to disclose your disability to faculty. However, you will need to provide them with your accommodation letter in order for your needs to be met.

Step 2: Meet with Your Faculty Members

In the beginning you may not feel comfortable discussing your accommodation needs with the faculty. This will improve over time as you gain more experience. The Disabilities Services office is available for support and to help you advocate for yourself.

Talking to faculty members:

- You will need to review your accommodations with the faculty before signing any forms.
- Within the first week of classes, approach faculty members during office hours, before or after class, or make an appointment for another time to review your accommodation letters.
- By signing the forms, faculty members are committed to maintaining confidentiality regarding the information you allow the Disabilities Services office to disclose with your written consent.
- You are not obligated to disclose any more information.
- You are encouraged to keep an ongoing dialogue with faculty members throughout the semester to discuss your progress and any unanticipated problems.



Step 3: Using and Reviewing Accommodations

Many accommodations, such as tape recorders, testing and note takers, are set up in the beginning of the semester. Testing accommodations, however, must be reviewed at least a few days before your exam date to discuss the current exam testing site, etc.

Setting up testing accommodations:

- Check-in with faculty members one week before each exam as a reminder that you'll be using your accommodations.
- If your accommodations require the help of the Disabilities Services office, such as needing a reader or a testing room, you will need to contact the Disabilities Services Office one week prior to the exam.

Helpful Hints for Talking to Faculty

- If you have an appointment, be on time.
- Bring your accommodation letter.
- It is up to you to disclose your disability to faculty members. You are not required to identify your disability, but this information could be helpful.
- It may be helpful to discuss how your disability may affect your coursework in general.
- Communicate to faculty members that you are interested in meeting all the requirements and standards of the course just like everyone else, but that you need your disability accommodations in order to do so.