



academic services

St. Augustine College
at LEWIS UNIVERSITY



Reasonable Accommodation Review Process

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 follow the steps below to initiate the eligibility review process. The process can take 2-3 weeks after completing an intake meeting.

Follow these steps:

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. Please contact dderezotes@lewisu.edu for more information regarding required documentation. Depending on a student's disability required documents may differ. **Nursing students need to submit a neuropsychological evaluation.*

2. Submit Documentation

Once collected, students submit their documentation to the Student Accommodations Office in the Student Success Center, located on the St. Augustine Campus or scan and email it to dderezotes@lewisu.edu

3. Attend an Intake Meeting

Once documentation has been received and reviewed, the Learning Support Specialist will contact the student for an intake meeting. It will include a conversation about the student's medical history as well as current and past experiences in various learning environments. Students must attend the scheduled intake meeting to complete the eligibility review process. Submission and/or receipt of documentation by the Student Accommodations Office or other offices at Lewis University does not automatically make a student eligible for accommodations.

Eligibility Determination

Based on a review of documentation provided and the outcome of the intake meeting, a decision of eligibility for reasonable accommodations will be determined. In some cases, additional documentation or an additional meeting may be requested prior to determining eligibility. Students will receive an email regarding the outcome of the intake meeting within 1 week of the meeting.

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

An Accommodation Memo is Sent to Instructors

An Accommodations Memo that outlines the accommodations, services and supports that the student is eligible for based on the intake process is developed. The memo does not describe the student's disability.

At the beginning of each term, the Accommodations Memo is sent to each of the student's course instructors. If the student becomes eligible for accommodations during the semester, the memo is sent once the determination is made.

Eligible students are responsible for the following:

Speak with Instructors to Implement Accommodations

Once the Accommodation Memo is delivered, it is the student's responsibility 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 their instructors.

Arrange or Schedule Accommodations and Services

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

Academic Services Contact Information

Location: Student Accommodations Office, Student Success Center, St. Augustine Campus

Phone: (773)878-7119

Email: dderezotes@lewisu.edu

Website: <https://www.staugustine.edu/learning-disabilities-and-learning-assistance>