

# **Indiana University Kokomo**

## **REQUESTS FOR SERVICES FOR DISABLED STUDENTS**

Students who feel they qualify for modifications in the classroom based on the American Disabilities Act (ADA) must register through the Office of University Division.

### **Students who may qualify are:**

- ❖ Physically challenged
- ❖ Hearing impaired
- ❖ Sight/visually impaired
- ❖ Learning disabled
- ❖ Medically disabled
- ❖ Mentally disabled
- ❖ Other disabled by ADA definition

### **Steps for Services**

1. Register with Office of University Division.
2. Provide proper documentation of disability. (IEPs not accepted for second semester 2005)
  - a) Must be within 3 years of service request
  - b) Must be provided by:
    - ❖ Psychometrist
    - ❖ Psychologist
    - ❖ Psychiatrist
    - ❖ Medical Doctor or Specialist
    - ❖ Other Medical or Mental Health Specialists

Documentation must be approved by the coordinator of disability services.

Sign Release of Information

Schedule an appointment with University Division staff member for assessment of needs

Assessment of needs modifications are done by University Division staff.

Determination of needs/modifications

Notification of services/modifications to:

- a) Student
- b) Appropriate faculty/staff
- c) Student's academic advisor
- d) Other appropriate personnel

*\*As of (January 2005) we will no longer accepted IEP's as documentation for students requesting disability services.*

**Office of University Division  
Room 120 East Building  
(765) 455-9309**

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## **Steps for Services:**

- Self identify to the University Division Office
- Submit proper documentation (3 years or less)
- Schedule an assessment with Coordinator of Disability Services.
- Sign a Release of Information
- Wait for communication to determine if services have been approved or disapproved
- If approved, submit semester class schedule with list of instructors/professors to the University Division Office by the end of the first week of classes (this must be done each semester).
- Review and Adhere to Responsibilities of a Disabled Student

**Questions: Call (765) 455-9309 University Division Office**