



Disability Support Services

1. What is Pacific Lutheran University's philosophy on students with disabilities?

- Pacific Lutheran University (PLU) is committed to providing equal educational opportunities in higher education to academically qualified students with disabilities.
- Students with disabilities attending the University are integrated as completely as possible into the university community.
- PLU does not offer a specialized curriculum for students with disabilities nor does it assume the role of remedial education or cognitive training.
- PLU strongly encourages students with disabilities to be involved in both academic and extra curricular activities.

2. What is Pacific Lutheran University's mission for students with disabilities?

- Students with disabilities are considered fully enfranchised members of the educational community.
- PLU recognizes that traditional methods, programs and services are not always appropriate or sufficient to accommodate the limitations experienced by some students with disabilities.

3. What is Pacific Lutheran University's policy statement?

- Students with disabilities have access to, participate in, and receive the benefit of any program or activity operated by PLU.
- Reasonable accommodations will be provided on a case-by-case basis.
- PLU has zero tolerance for discrimination.

4. What is the role of Disability Support Services (DSS)?

- On the PLU campus the DSS office is designated to be responsible for:
 - o establishing eligibility for services (protection from discrimination);
 - o determining appropriate accommodations

5. What are the basic principles of accommodations?

- Accommodations are the means to equal access and are not intended to guarantee success.
- Accommodations are available to all students with appropriate documentation for reasonable accommodations.
- An accommodation is "unreasonable" if it:
 - o requires a change in the essential nature of a course or program;
 - o creates an administrative "hardship" in implementation;
 - o significantly compromises the health or safety of the student or others.
- PLU has policies regarding documentation for the following:
 - o Attention Deficit/Hyperactivity Disorder
 - o Psychological and/or Psychiatric Disability
 - o Physical Disability
 - o Specific Learning Disability

See our webpage to download copies (www.plu.edu/dss)

6. What is the pathway to a Letter of Accommodation?

- Students may or may not disclose a disability upon admission to PLU.
- The student contacts Disability Support Services (DSS) on 3rd Floor of the University Center or at (253) 535-7206.
- Documentation is discussed in an interview, along with recommended classroom accommodations.
- Documentation may need additional data and/or clarification from the professional assessor.
- Letter of Accommodation is prepared, then reviewed and signed by the student.
- Letter of Accommodation is sent to faculty after the student has reviewed it.

7. What do I do if I have questions about the Letter of Accommodation?

- Please call Ruth Tweeten at x7206 or stop by the 3rd Floor of the University Center.
- Your questions are always welcomed.
- A conference with the student and Ruth Tweeten may be helpful for clarification.

8. What do I do if a student wants accommodations and I do not have a Letter of Accommodation?

- Please send him/her to the DSS office on 3rd Floor of the University Center. We have a referral list for assessment of ADHD and Learning Disabilities. PLU does not do testing for disability qualification.

9. What do I do after receiving a copy of a Letter of Accommodation?

- The student is to make an appointment with faculty to discuss the Letter of Accommodation.
- If a student has not made an appointment, faculty should contact the student if possible.
- Discuss the Letter of Accommodations and how the recommendations will unfold.

10. What are the most common accommodations?

- Extended time for quizzes and exams
- Testing in a separate room
- Note-takers
- Books on Tape or CD
- Automatic Doors
- ADA Chairs and Tables
- Assistive Technology: Kurzweil; JAWS; Dragon Naturally Speaking

11. How does Extended Time Work?

- Extended time is usually time and half allocated for taking a test.
- Our office proctors tests when scheduled ahead of time. A completed proctor card gives us detailed instructions and needs to accompany the test.
- Only the amount of time noted on the proctor card will be allowed.
- If a computer, reader, or scribe is needed, this must be noted when scheduling tests. Please note that computers used for taking tests do not have Internet access.

12. How do note-takers work?

- Once faculty receive the Letter of Accommodation, they announce the need for a note-taker during class.
- Interested students are instructed to apply in the DSS Office, 3rd Floor of the UC.
- Students are hired, trained, monitored and paid through the DSS Office.
- Each note-taker is to take clear, concise, readable notes, which they place in the student's box located in Academic Assistance in the library.

- The notes are expected to be turned in and available to students within one day of lecture.
- It is the students' responsibility to notify our office if notes are not "effective."
- Faculty may call x7206 with recommendations for possible note-takers.
- To track the note-taking process, note-takers log in their notes and the log is reviewed weekly by the DSS office.

13. Why do you need my syllabus for my book order early?

- Our office purchases a copy of the text and some need bindings removed (Library bindery) before being sent to off-campus vendors.
- Outside vendors tape texts and burn DC's which can take 2-3 weeks.
- We burn or narrate only the chapters listed in the syllabus, not the entire book.
- We hope to have the classroom material at least three days prior to class time.
- The students need to have proof or receipts that they have also purchased the book, and sign a contract that they will abide by copyright laws.
- Please note that it is very expensive to legally copy textbooks. If we have an older edition of your text in our tape/CD library, you may be asked to allow the existing tape/CD to be used.

14. What do I do with the DSS Tables and Chairs in my class?

- Please leave them in the classroom.
- Please call x7206 if the tables, chairs or signs have been removed.

15. What do I do if I am designing a class for study abroad?

- Think "reasonable accommodations" and review this section of our website: www.plu.edu/dss.
- Provide alternative projects if buildings are a barrier.
- Check with the facilities regarding what is accessible; getting specific measurements is most helpful.

16. What if a student is unable to physically travel between upper and lower campus?

- Campus safety will provide courtesy rides in a timely manner as available.

17. What if a student needs a single room for accommodating a disability?

- The Residential Life Office has applications and a process for acquiring single rooms with adaptations.
- A committee reviews the applications.

18. What does PLU continually do for physical barrier removal?

- Automatic doors installed in various Resident Halls and buildings.
- Clears paths of debris and de-ices during inclement weather.
- Paints white on steps to assist in depth perception.
- Has elevator doors slowed down for safe access in and out; Braille and audible floor designations on elevators.
- Any remodels and/or new construction follow State and/or Federal Accessibility standards.

Accommodating students with disabilities in higher education is a collaborative effort between faculty, students, Disability Support Services, and staff. Coordinated efforts and support from departmental, administrative, facilities, and other student service personnel can also enhance the overall accessibility of the post-secondary environment for students with disabilities.