**How to Apply for Services Provided by the Office of Disability Services**

Kentucky Wesleyan College is committed to equal opportunity and challenge for all academically qualified students and does not discriminate on the basis of disability. Accommodations are available to encourage students with disabilities to take full advantage of this college’s educational, social, and cultural opportunities and experiences.

     The Office of Disability Services is responsible for the coordination of programs and services for qualified applicants for admission and enrolled students with disabilities. Determination of eligibility for services and appropriate accommodations is determined by Dr. Leah Hoover, Director of the Office of Disability Services and Assistant Professor of Special Education, after review of documentation of disability.

     At a scheduled appointment, Dr. Hoover will discuss the student's request for services with the student to determine appropriate accommodations and/or consult with the faculty member or others outside the college (as deemed necessary) regarding the request..

     Questions or concerns from faculty, staff, or the student related to requested accommodations should be discussed with Dr. Hoover informally and then be subject to informal consultation with the Dean of Students, Dr. Paula Dehn. Written student complaints submitted to the Dr. Hoover and the Office of Disability Services will be addressed directly by Dr. Hoover and the Office of Disability Services in writing to the sender. Matters that remain unresolved may be formally presented by the student to the Dean of Students located in the Barnard Jones Administration Building by following the ADA [Grievance Procedure](http://louisville.edu/disability/student-info/grievance-procedure.html). A complaint should be filed within 180 days after the complainant becomes aware of the alleged violation. Formal appeals include a written statement regarding the nature of the complaint, results of the informal meetings, and requested resolution. All formal appeals will be promptly investigated and a decision will be rendered within 60 working days of the date of receipt. Please contact the Office of Disability Services for additional information on the grievance procedure.

 **Applying for and Requesting Support Services**

**Referrals** - Students and potential students are referred to Office of Disability Services by publications such as Kentucky Wesleyan application packets, schedules of classes, course syllabi and catalogs. Students are also referred by community agency personnel, Kentucky Wesleyan faculty, high school counselors, health care professionals, family members and others. **Referrals must be made in writing**. Referrals should be routed to Dr. Leah Hoover (FOB #23). All contact information for Dr. Hoover is listed below:

Dr. Leah Hoover, Director of Disability Services

Kentucky Wesleyan College

3000 Frederica Street

FOB #23

Owensboro, KY 42303

270-852-3212

lhoover@kwc.edu

      [**Submitting documentation of disability**](http://louisville.edu/disability/student-info/disability-documentation-guidelines.html) - All students seeking assistance from the Office of Disability Services must disclose the presence of a disability. In most cases, the student will be asked to submit documentation of disability for review by Dr. Leah Hoover, Director. Upon receipt and review of the documentation, an intake appointment will be scheduled. Contact Dr. Hoover at 270-852-3212 or lhoover@kwc.edu to set up this appointment.

     **Intake appointment** - After review of documentation, Dr. Hoover will contact the student to schedule an appointment with the student if the student has not already scheduled such appointment. At this meeting, the student's eligibility for accommodations and anticipated needs will be discussed. Policies and procedures regarding specific accommodations, such as letters for faculty, accommodations, supplemental note-taking services, etc. will be discussed at this appointment.

     **Requesting specific accommodations** - Requests for accommodations are made by completing an Accommodation Application Form (available on this site under FORMS) and submitting **the form along with a copy of class schedule** to Dr. Leah Hoover PRIOR to the start of the semester. All forms should be turned in BEFORE the end of the **first week of each semester. Accommodations are not retroactive; date of determination occurs at the date of application.** It is the responsibility of the student to request specific accommodations each semester via the Accommodation Application Form. Please remember that no accommodations can be put in place until after submission of appropriate documentation, review by the coordinator, determination of eligibility for specific services, and request by student for specific accommodations.

     **Timeliness of requests** - Submission of accommodation requests for instructor letters, accommodation, tutors from the PLUS Center and supplemental note-taking services from the PLUS Center should generally be submitted no later than one week prior to beginning of term. Some accommodations (such as interpreter service and taped/CD textbooks) require much more notice and requires the submission of course schedule, textbook name, author, and ISBN number in regards to taped/CD textbooks. Although the Office of Disability Services will make reasonable effort to process all requests, **untimely requests may result in delay of accommodations.**