

Disability Support Services

Concordia's Disability Support Services office is located in the south end of the Link Library, room 143. The phone number is 402-643-7187.

Any student with a documented learning, physical or psychiatric/psychological disability, who believes their disability may impact academic access, may be qualified to receive accommodations.

It is recommended that students who wish to request accommodations begin the process ***as soon as possible*** after being admitted or registering for their classes. Some accommodations are time-intensive or time-sensitive, and ***waiting may cause a delay in implementing accommodations, depending on what is being requested.***

Accommodations are not retroactive.

It is the responsibility of the student to provide information verifying that the student's condition meets the definition of a disability as defined by applicable law (i.e. section 504 of the Rehabilitation Act of 1973).

Requests for services for students with disabilities will be considered on an individual, case-by-case basis, using an interactive process. All discussions will remain confidential.

Should an issue arise mid-term, students should contact the Disability Support Services office as soon as possible. Once your learning needs have been established and upon your consent, the DSS Coordinator will work with you, your professors and other relevant parties to obtain appropriate accommodations. ***However, please be aware that waiting may cause a delay in implementing accommodations, depending on the accommodations being requested.***

Steps to Requesting and Receiving Accommodations

Students who have a documented disability are responsible for contacting DSS to request accommodations. When making a request, students must complete the following steps:

1. Complete and submit an Accommodation Request Form to the DSS Coordinator
2. Submit appropriate documentation (See Documentation Guidelines)
3. Make an appointment with the DSS Coordinator to review and discuss accommodations, complete relevant paperwork, etc.

4. DSS will engage in an interactive process with the student, and review and assess the granting of reasonable and appropriate accommodations.
5. Once approved, notifications are sent to faculty, and implementation of approved accommodations begins
6. Continued communication with the DSS Coordinator concerning the accommodations for each academic semester.

General Documentation Requirements

1. Documentation must be completed by a qualified professional in order to assess and determine disability (i.e. psychiatrist, psychologist, doctor).
2. Documentation must be no more than 5 years old for learning disabilities, 3 years old for ADD/ADHD, and 6 months for psychiatric disabilities.
3. Documentation must adequately describe how the disability could be a barrier to academic access, and may provide recommendations for accommodations.
4. High school IEP's and 504 plans do not automatically extend to higher education; they alone are not considered sufficient documentation, but may be included as part of a comprehensive evaluation.

Disability Support Services will consider all relevant information provided in documentation. Documentation will be reviewed on an individual, case-by-case basis, in the order that it was received.