



## Special Accommodations FAQs

Office of Scholarships and Special Services

[specialservices@nu.edu](mailto:specialservices@nu.edu)

858.642.8185

| Questions   |   |
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| <p>If I am a student with a disability, will the Office of Scholarships and Special Services seek me out to provide services like my counselors did in high school?</p> | <ul style="list-style-type: none"> <li>• At the university/college level, students with disabilities are covered under Section 504 of the Rehabilitation Act and under the Americans with Disabilities Act (ADA). Under the Individuals with Disabilities Education Act (IDEA), it is the responsibility of the schools to provide services and seek out students with disabilities. IDEA no longer applies. Since this is the case, the legal obligations change.</li> <li>• There is no special education at the university/college level. Universities cannot seek out students with disabilities. It is the student's responsibility to seek out services.</li> </ul>   |
| <p>I was in a special education class (IDEA) or had a 504 Plan in high school. Am I automatically entitled to the same services that I received in high school?</p>     | <ul style="list-style-type: none"> <li>• In Kindergarten through 12<sup>th</sup> grade the student is entitled to services under the IDEA. This law governs procedures only in K-12, not in post-secondary education. Special education is mandated to provide a free and appropriate education to public school students through the provision of instructional services and modifications. The school is responsible for ensuring a student's progress. This does not apply to universities or colleges.</li> <li>• The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act are the primary laws that govern the procedures for post-secondary education. Universities/colleges must ensure that a student does not encounter discrimination due to a disability, and must provide reasonable accommodations that allow the student to fully participate in university/college programs/classes.</li> <li>• Special education classes, IEPs, or 504 Plans are not developed at university level.</li> </ul> |
| <p>What documents does National University need to assess eligibility for accommodations based on a disability?</p>   | <ul style="list-style-type: none"> <li>• National University is required to assess eligibility for accommodations and determine what curriculum accommodations are appropriate based on the functional limitations presented in the disability documentation provided by the student. Such a review is done in compliance with the ADA and Section 504 of the Rehabilitation Act.</li> <li>• Disability documentation must be signed by a licensed physician, psychologist, audiologist, speech pathologist, physical therapist, occupational therapist, or other professional health care provider.</li> <li>• Documentation should indicate the student's current level of functioning with respect to the major life activity impacted by the disability.</li> <li>• The diagnostic report should include, where</li> </ul>  |

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|   | <p>appropriate, recommendations for specific accommodations and an explanation of the reason the accommodation is recommended.</p> <ul style="list-style-type: none"> <li>• In some situations, the University may request additional documentation. The cost of obtaining professional documentation of a disability is the responsibility of the student.</li> </ul>  |
| How do I apply for services?  | <ul style="list-style-type: none"> <li>• Students seeking special accommodations due to a disability should contact the Office of Scholarships and Special Services and self-identify in order to complete the required application form.</li> <li>• The Office of Scholarships and Special Services will discuss potential accommodations and required documentation with the student.</li> <li>• Students are encouraged to make accommodation requests as far in advance as possible.</li> </ul>   |
| If I am receiving accommodations at another college or university will I automatically receive accommodations at National University? | <ul style="list-style-type: none"> <li>• No.</li> <li>• Students must self-identify to the Office of Scholarships and Special Services, provide documentation, and have completed the process to become a client before accommodations can be provided through the Office of Scholarships and Special Services at National University.</li> </ul>   |
| If I self-identify to the Office of Scholarships and Special Services will it show up on my academic record?                          | <ul style="list-style-type: none"> <li>• No.</li> <li>• A student's academic record is maintained by the Registrar's Office.</li> <li>• All disability documentation and information related to a student with a disability is maintained in a confidential file in the Office of Scholarships and Special Services office.</li> </ul>  |
| What reasonable academic accommodations are available for students?   | <ul style="list-style-type: none"> <li>• Students with disabilities have the right to obtain reasonable accommodations.</li> <li>• National University will make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating on the basis of disability against a qualified applicant or student with a disability.</li> <li>• Modifications may include changes in the length of time permitted for the completion of the degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted.</li> <li>• In course examinations or other procedures for evaluating students' academic achievement, the University shall provide methods for evaluating the achievement of students with disabilities that impair sensory, manual, or speaking skills as will best ensure</li> </ul> |

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|  | <p>that the results of the evaluation represent the student's achievement in the course, rather than reflecting the students impaired sensory, manual, or speaking skills, except where such skills are the factors that the test purports to measure.</p> <ul style="list-style-type: none"> <li>• The University will take necessary steps to ensure that no qualified disabled student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids.</li> <li>• Auxiliary aids may include taped texts, interpreters or other effective methods of making orally delivered materials available to students with hearing impairments, readers in libraries for students with visual impairments, classroom equipment adapted for use by students with manual impairments, and other similar services and actions.</li> <li>• Accommodations cannot be provided which would fundamentally alter the nature of the program, cause undue hardship on the University, or jeopardize the health or safety of others.</li> <li>• Reasonable accommodations must specifically address the fundamental limitations of the student's specific disability.</li> </ul> |
| <p>How do I communicate my accommodation needs to professors if I am eligible?</p> | <ul style="list-style-type: none"> <li>• Once a student is approved to receive special accommodation(s), the Coordinator of Scholarships and Special Services will provide an accommodation letter to the student.</li> <li>• <i>It is the student's responsibility to present this letter to his/her instructor on the first night of class. A student may or may not elect to use the accommodation.</i></li> </ul>   |
| <p>Are accommodations retroactive?</p>   | <ul style="list-style-type: none"> <li>• No.</li> <li>• Accommodations are not retroactive.</li> </ul>  |
| <p>What if I need changes in my accommodations?</p>                                | <ul style="list-style-type: none"> <li>• At any time, if you feel you need additional or different accommodations, you can contact your Coordinator in the Office of Scholarships and Special Services to discuss your need for that change to your accommodations.</li> <li>• You may be asked to provide additional documentation to support your request for new accommodations. If you are experiencing changes in the status of your disability or changes in medication, the Office of Scholarships and Special Services may request updated documentation to better accommodate your changing</li> </ul>   |

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|  | needs.  |
| What are some strategies I can use to advocate for myself? | <ul style="list-style-type: none"> <li>• The first step is to know yourself, including your strengths, weaknesses, and what type of accommodations you need.</li> <li>• Have a goal and a plan of action to obtain that goal.</li> <li>• Obtain assistance from a mentor or other persons whom you could use as a resource. The mentor could be a professor, an older student with a disability, an advisor, your Coordinator at the Office of Scholarships and Special Services, etc.</li> <li>• Learn what resources are available on campus. If you do not know something, ask for help from your chosen mentors.</li> </ul> |
| Note   | <ul style="list-style-type: none"> <li>• Students with disabilities who are military veterans are invited to contact National University's Center of Excellence for Veteran Student Success at <a href="mailto:veteranstudentsuccess@nu.edu">veteranstudentsuccess@nu.edu</a> or 858-541-7780 to learn about additional support.</li> </ul>   |