



SERVICES FOR STUDENTS WITH DISABILITIES



FULL SAIL
UNIVERSITY



Most Commonly Offered Accommodations for Students

On-campus Students:

- Students may tape record the audio portion of a lecture or lab.
- Students may request seating in the front of the room.
- Tutors may be available at no charge to the student. Peer tutors are provided through the Federal Work Study program when available, but are not a guarantee.
- Students that qualify for accommodation may take all tests outside of the classroom upon registration of that request with the Director of Student Success. When taking tests outside of the classroom, students may:
 - Have tests read orally by a test administrator
 - Ask an administrator to reword a question for clarity
 - Have additional time for completing tests
 - Take a test in a quiet room

Online Students:

- Request reasonable deadline extension (not to exceed 48 hours and at the discretion of each teacher).
- Request phone support as needed provided by a Student Success Specialist.

While the list above contains a few of the most commonly offered accommodations, Full Sail is willing to work with each student on a case-by-case basis to determine additional, reasonable accommodations as needed.

If you require an accommodation that is not listed above, please contact the Director of Student Success.



Services for Students with Disabilities Policy

Full Sail is committed to providing equal access to all students, including those who qualify as persons with disabilities. While upholding this commitment, Full Sail also expects students to maintain a high standard of academic achievement and excellence while attending the university.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act ("ADA") defines a person with a disability as any individual who:

- ▶ **Has a physical or mental impairment that substantially limits one or more major life activities;**
- ▶ **Has a record of such an impairment; or**
- ▶ **Is perceived as having such an impairment**

Responsibilities of Students with Disabilities

1

Provide written documentation to the Director of Student Success regarding the nature of your disability and any reasonable considerations/accommodations that you are requesting (a request form is provided during enrollment). Such documentation must:

- **Be from an appropriate professional**
- **Not be more than three years old**
- **Provide a clear understanding of how the student is presently functioning**

Full Sail's confidentiality policy provides that only the appropriate Full Sail personnel access this information. Except in instances of health or safety, information concerning the disability, accommodations, or documentation will not be released without written consent.

2

Contact the Director of Student Success to schedule an appointment to discuss your disability-related needs and the school's policies and procedures. This appointment may be made over the phone or in person.

3

Provide ample time when requesting reasonable accommodation(s). Requests must be evaluated and arrangements made prior to the anticipated need for service/support. If possible, please provide at least 60 days advance notice. The Director of Student Affairs, assigned by the President, then makes a determination of reasonable accommodations for students with disabilities.



The Director of Student Success

Reasonable accommodations are determined through:

- **Consultation with the student regarding his or her past success with various methods**
- **Possible communication with the student's medical professional (with written permission from the student)**
- **Documented needs and the demands of the course/activity**

Students should ask for written copies of any additional procedural guidelines that have been developed for specific accommodations they are to receive (e.g., Student Success Seminars, tutors, testing accommodations, etc.).

Requests for accommodation should be sent to the Director of the Student Success, Bethann Durlin.

E-mail: success@fullsail.com



Confidentiality and Release of Information

All information regarding a student with disabilities will be treated with strict confidentiality, in accordance with privacy laws and the established regulations of Full Sail. Information regarding disability status or the documentation of it will be shared on a need-to-know basis within the campus community.

For information on grievance/complaint policy, please visit:

fullsail.edu/resources/brochure-file/students-with-disabilities-grievance-and-complaint-procedures.pdf

If you have any questions or concerns, please email the Student Success team.

E-mail: *success@fullsail.com*



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