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***Disabled
Student
Services is
located in
Student
Affairs,
Bldg. 21.***



I. Introduction

Disabled Student Services, a division of Student Affairs, is pleased to provide information regarding services available to assist students with disabilities at the University of West Florida. Section 504 of the Rehabilitation Act (1973) and the Americans with Disabilities Act (1990) are federal mandates enacted to eliminate discrimination of persons with disabilities. These laws insure that all qualified persons have equal access to employment opportunities and education regardless of disabling conditions. Disabled Student Services at the University of West Florida supports these laws by complying with their requirements. Every effort is made to provide equality of educational access and opportunity to qualified students with disabilities by providing reasonable accommodations.

The information provided in this handbook is a guide to assist students with disabilities in accessing the services they need. This handbook, however, should not be used as a sole guide to services, but as a supplement to other more comprehensive publications, such as the University of West Florida catalog.

Questions and correspondence may be directed

to: Disabled Students Services
The University of West Florida
11000 University Parkway
Building 21, Room 130
Pensacola, Florida 32514-5750
Telephone: (850) 474-2387
Fax: ~~(850) 857-6388~~
E-mail: dss@uwf.edu

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II. Admissions

The Office of Admissions processes all requests for degree and non-degree admission to the University of West Florida. A student's high school record and test scores are important elements in the admissions decisions, but other accomplishments and personal qualities are also relevant, as the university seeks a diverse student body.

During the admissions process, students may identify themselves as having a disability, but they are not required to do so. If a student chooses to self-identify as a student with a disability, documentation of the disability must be provided to the admissions office to be viewed in conjunction with other admission documents. Students should check with the Office of Admissions if additional information is needed.

III. Student identification process

All students admitted to the University of West Florida receive a voluntary "Self-Identification" form with their admittance letter. Any student with a disability or chronic medical condition is encouraged to complete and return the form to Disabled Student Services. The student is notified after receipt of the form and requested to provide documentation of the disability.

IV. Documentation of disability

Students who have chronic health or psychological disabilities must have current documentation within the past three years.

The Office of Admissions is located in Hopkins Hall, building 18.



Students who have learning disabilities or ADD/ADHD must have current documentation within the past five years. Documentation should address the diagnosis, the functional limitations of the student, medication the student is taking and its effects.

Students diagnosed with learning disabilities are required to present a comprehensive report. The report should include a diagnostic interview, test scores of the assessment of aptitude, academic achievement and information processing. The result of the tests should show specific diagnosis of a specific learning disability.

**V.
Suggested
tests for
documentation**

Aptitude:

A complete assessment with subtest and standard scores is required. The following tests are suggested:

- Wechsler Adult Intelligence Scale – III

- Wechsler Adult Intelligence Scale-Revised
- Woodcock-Johnson Psychological Battery-Revised: tests of Cognitive Ability
- Kaufmann Adolescent and Adult Intelligence Test
- Standard-Binet Intelligence Scale (4th Edition)

Academic Achievement:

- Woodcock-Johnson Psychoeducational Battery-Revised: Tests of Achievement
- Stanford Test of Academic Skills
- Wechsler Individual Achievement Test (WIAT)
- Scholastic Abilities Test for Adults (SATA)

(Specific Test)

- Nelson-Denny Reading Skills Test
- Stanford Diagnostic Mathematics Test
- Test of Written Language-3 (TOWL)
- Woodcock Reading Mastery Tests – Revised

Information Processing:

Useful testing instruments include:

- Detroit Tests of Learning Aptitude-3
- The Detroit Test of Learning Aptitude-ADULT
- Woodcock-Johnson Psychological Battery-Revised
- Information from WAIS-3 & WAIS-R

VI. Documentation of ADD/ADHD

A psychologist, neuropsychologist, psychiatrist or other relevantly trained medical doctor should make the diagnosis. The name, title and professional credentials of the evaluator, including information about license or certification as well as the area of specialization and state in which the individual practices, should be clearly stated in the documentation. All reports should be on letterhead, dated

and signed. The following areas should be noted in the diagnosis:

- DSM diagnosis, date, and last contact with student
- Description of symptoms that meets criteria for this diagnosis
- Interpretative summary

Attach the diagnostic report or describe which instruments and procedures were used to diagnose the ADD/ADHD.

VII. Insufficient documentation

Individual Educational Plans (IEP's) and 504 Plans, although providing information about a student's educational experiences, are not sufficient documentation to make the student eligible for services.

Documentation consisting only of a diagnosis, case or chart notes and/or prescription notation on a physician's pad is insufficient.

Disabled Student Services is not obligated to provide academic accommodations to students without proof of a diagnosis of a disability. Students will be asked to provide more information if documentation of the disability is not sufficient.

VIII. Assistance for students with disabilities

The goals of support services for students with disabilities are to help students achieve their academic potential, to foster independent learning and to promote active self-advocacy. To achieve these goals, students are provided with academic adjustments, auxiliary aids and other reasonable accommodations. Examples of special adjustments are:

- Extended time to complete quizzes, tests and major examinations
- Separate administration of test in a quiet room with minimal distractions
- Provision of note takers, readers and sign language interpreters
- Assistance in obtaining books on tape from Recordings for the Blind and Dyslexic
- Exam modifications
- Letters to instructors requesting accommodations
- Use of tape recorders for the classroom
- Information coordination and appropriate referrals

IX. Disabling conditions

A person with a disability – for the purpose of participating and benefiting from programs and activities provided by postsecondary institutions – is defined as anyone with a physical or mental impairment that substantially impairs or restricts one or more major life activities. Limitations could include performing daily living skills activities, seeing, walking, hearing, speaking and learning. Disabling conditions can include, but are not limited to, the following:

Hearing impairment – A hearing loss of 30 decibels or greater, pure tone average of 500, 1000, 2000 Hz, ANSI, unaided, in the better. Examples include, but are not limited to, conductive hearing impairment, sensor neural hearing impairment or deafness.

Visual impairment – Disorders in the structure and function of the eye as manifested by visual acuity of 20/70 or less in the better eye, a peripheral field constricted that affects one's ability to function in an educational setting. Examples include: cataracts, glaucoma, retinitis pigmentosa or strabismus.

Physical impairment – Musculoskeletal and connective tissue disorders, neuromuscular disorders — any physical disabling condition that may require an adaptation to one's school environment. Examples include: cerebral palsy, nerve damage to the hand/arm, absence of a body member, head injury and spinal cord injury.

***The library at
the Fort
Walton Beach
Campus.***



Speech impairment – Disorder of language, articulation, fluency or voice, which interfere with communication. Examples include: cleft palate, stammering, stuttering, laryngectomy or aphasia.

Specific learning disabilities – A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling or performing arithmetic calculations. Examples include: dyslexia, dysgraphia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological process.

Other impairments – Any other qualified condition that requires an administrative or academic adjustment that does not fit into any of the above categories, such as epilepsy, AIDS, diabetes, respiratory problems or mental illness.

X. Confidentiality

All forms of documentation of a student’s disability is considered confidential information and remains within the Disabled Student Services office. A student need not disclose any information regarding the nature of his/her disability to anyone outside of the Disabled Student Services office. Disabled Student Services will release information regarding a student’s disability upon the student’s written request.

XI. Rights of persons with disabilities

Under the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the University of West Florida may not discriminate in the recruitment, admission, educational process or treatment of students with disabilities. These laws assure the rights of qualified students with disabilities to be admitted to college and become full participants with the university community. Students with disabilities should be familiar with how the laws (Section 504 & ADA) protect their rights.

For example:

- A university may not prohibit tape recorders in classrooms or service animals in campus buildings.
- Students with impaired speaking or manual skills must be provided interpreters, readers or other auxiliary aids that would allow for full participation in various programs.
- Programs and activities must be offered in accessible settings.
- Students must have the opportunity to participate in any course or course of study provided that the accommodation for their disability does not impose an undue financial or administrative burden.

XII. Guidelines for students with disabilities

1. Meet with your academic advisor prior to each semester's registration. If you need assistance in making this appointment, please contact Disabled Student Services (DSS) at 474-2387 (voice or TDD) or have your advisor assist in completing your class schedule request.

2. If you need assistance with on-line registration, contact Disabled Student Services at least two weeks in advance of your registration appointment. It is your responsibility to obtain permission signatures if necessary for course registration.

3. Complete a “Request for Assistance” form each semester in the DSS office to request tutors, note takers, etc. Report any changes in address or telephone number.

4. Notify DSS regarding any changes in your class schedule or room assignment. It is vital to have this information in the event of an emergency.

5. Attend all classes and be punctual. If you are scheduled to have an interpreter and you must miss or will be late for a class, notify your interpreter and the DSS office immediately.

6. If, due to the nature of your disability, you find it necessary to take an exam in the DSS office, you must notify the office one week in advance of the exam date. The student will be given a test accommodations form to complete with the instructor and return to the DSS office.

7. If your disability necessitates the services of a typist, submit your papers at least two weeks in advance of the due date. Papers will be typed “as written.” If you wish to have your paper proofread, contact the Writing Lab in building 52/room 157 or

by calling (850) 474-2029 to make an appointment with a writing tutor prior to submitting it for typing.

8. If your disability necessitates reader services, submit all reading assignments at least two to three weeks in advance of the date you need them.

9. If your disability necessitates interpreter services, submit all requests for interpreters immediately after registration of classes.

10. Notify DSS immediately concerning any problems that affect your college coursework.

11. Meet with your instructors on a regular basis to monitor your progress.

12. If you find it necessary to withdraw from a course, notify the DSS immediately.

XIII. Substitution of graduation requirements for students with disabilities

Students with documented visual impairments, hearing impairments, motor impairments or specific learning disabilities may petition for substitution of degree requirements provided such substitutions do not significantly alter the nature of the program in which the student is enrolled. For more information about the university's degree requirement substitution policy, contact the college dean for the program for major requirements; for General Studies and Gordon Rule requirements, contact the associate dean, College of Arts and Social Sciences; and for University requirements, contact the Division of Enrollment Services.

XIV.

Testing: College Level Academic Skills Test (CLAST), GRE or GMAT

Students who have a record of a physical disability or learning disability may request modifications/adaptations in the CLAST, GRE or GMAT administration. The director of testing is responsible for receiving requests and arranging for appropriate accommodations. For more information regarding testing arrangements, contact the Testing Office in building 21/room 120, by calling (850) 473-7339, or visit them on line at: uwf.edu/testing.

Students who are achieving at the college level in every area but fail to pass test items that are associated with specific learning disabilities may appeal in writing to the Council on General Studies for special consideration. Documentation must be provided indicating that further remediation will not aid the student in successfully passing a specific test area based on a documented disability.

The Village Apartments.



XV.
**Campus
transportation**

The Americans with Disability Act (ADA) defines transportation as a personal service. Transportation to and from campus and to and from classes on campus is the student's responsibility. The college has a reasonable number of parking spaces available to individuals displaying a current decal for the disabled issued by the Florida Division of Motor Vehicles. However, transportation for emergency situations **on campus** may be available. Students should contact Disabled Student Services in building 21/room 130 or call (850) 474-2387 for availability of this service.

XVI.
**University
housing**

The University of West Florida Office of Housing does not discriminate in its application process or housing assignments. Accessible housing for students with disabilities is available. The Office of Housing does not provide cleaning, individual room service or personal attendant care. Students requiring special needs, such as personal attendant care, should notify Housing in advance so that adequate arrangements can be made prior to the student's enrollment. Prospective students should forward inquiries about housing during the application process for admission. For more information contact the Housing & Residence Life Office in building 21/room 110, by calling (850) 474-2463, or visit them on line at: uwf.edu/housing.

XVII. Financial aid

Financial aid is available to qualified students in the form of scholarships, grants, loans and part-time employment. Students needing financial assistance should check early, during the month of January, with the Office of Student Financial Aid in Hopkins Hall in building 18, by calling (850) 474-2400, or visit them on line at: uwf.edu/finaid.

Many students are eligible to receive financial assistance through the Office of Vocational Rehabilitation, Veteran Affairs and the Division of Blind Services. Contact these offices for more information about eligibility and available services for persons with disabilities.

Library Sources:

XVIII. Other sources of financial aid

- Schlachter, Gail A., *Financial Aid for the Disabled and Their Families*
- Schlachter, Gail A., *How to find out about Financial Aid: A Guide to Directories Listing Scholarships, Fellowships, Grants, and Internships.*
- **Bank of America**
ADA Abilities Scholarship Program
E-mail: fssp@infilnet
www.scholarshipprograms.org
- **Nations Bank**
Abilities Scholarship Program
EEO/Affirmative Action Group
901 Main Street
P.O. Box 831000
Dallas, TX 75283-1000
(214) 508-9775

Theodore R. and Vivian M. Johnson Scholarship

Undergraduate students with disabilities enrolled within the State University System of Florida may be eligible for financial assistance through the Johnson Foundation. The scholarship is offered each year (contingent upon annual funding) to qualified students. Applications are available in mid-March through Disabled Student Services.

Frank and Alice Adams Scholarship

This endowed scholarship provides awards to entering freshmen students who are Florida residents and have a documented specific learning disability. For further information and/or application, contact Disabled Student Services.

XIX. Student organization

Students with Alternative Needs (SWANS) is an organization that may be of interest to students with disabilities. The purposes of the organization are 1) to provide an effective means of communication that expresses the needs of special students to the university administration, faculty and the entire student body, 2) to organize educational activities for the benefit of the university community and 3) to uphold academic standards, academic freedom and the academic rights of students with special needs.

For further information, contact Student Activities at 474-2406, or Disabled Student Services at 474-2387.

XX. Community resources

The Division of Blind Services, a branch of the Department of Education, assists individuals who are legally blind. The agency offers a variety of services depending on the client's needs. Students who are presently not associated with the Division of Blind Services and are interested in having their eligibility determined should contact the local agency in their community. The Pensacola office is located at 7201 North 9th Avenue. Information may also be requested by calling (850) 484-5030.

The Office of Vocational Rehabilitation (OVR), a Division of the Florida Department of Health & Rehabilitative Services, is responsible for providing training or retraining of persons with disabilities for employment. Services are tailored to individual needs. Students with disabilities attending post-secondary institutions may be eligible for assistance under OVR. For specific information about the services available and how to qualify for them, students should contact their local OVR office. The local office in Pensacola is located at 4700 Bayou Blvd. To request information or make an appointment, call (850) 494-7200.

The Center for Independent Living provides information and referral services for persons with disabilities including orthopedic, visual, hearing and head trauma victims. A transitional living program is also available. For additional information, call (850) 595-5566. The office is located at 3600 North Pace Blvd.

NOTE: When out-of-state students with disabilities are sponsored by a Vocational Rehabilitation Agency in their home state, the resources available through that agency must be exhausted before the student is provided services from the State of Florida.

For additional information on support agencies contact:

Disabled Student Services
The University of West Florida
Building 21, Room 130
Pensacola, Florida 32514-5750
(850) 474-2387-V/TDD

XXI. Campus directory

Name	Bldg.	Ext.
Pensacola Campus		474-2000
Admissions	18	474-2237
Counseling Center	19	474-2420
Campus Police	19	474-2911
Financial Aid	18	474-2400
Disabled Student Services	21	474-2387
Health Center	63	474-2172
University Housing	21	474-2463
Library	32	474-2190
Registration	18	474-2243
Student Affairs	21	474-2384
Testing Office	21	473-7739
Veterans Affairs	18	474-2262
504/ADA Coordinator	11	474-2205

NOTE: The Florida Relay Services numbers for the deaf and hard-of-hearing

TDD Access: 1-800-955-8771

Voice Access: 1-800-955-8770

22. Web addresses

- **ADA Abilities Scholarship Program:**
www.scholarshipprograms.org
- **DSS home page:** uwf.edu/dss
- **Financial aid:** uwf.edu/finaid
- **Housing:** uwf.edu/housing
- **Students with alternative needs home page:**
uwf.edu/dss/swans.html
- **Testing — computer based:** uwf.edu/testing
- **UWF home page:** uwf.edu