



**Disability Support Services**

**Eligibility For Services**

**Documentation Guidelines**

**Disability Types**

**Policies & Procedures**

**Accommodations**

**Resources**

**Frequently Asked Questions**

**About Us**

**Contact Us**

**Veteran Support Services**

**Veteran/Disability Home**

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## Policies & Procedures

"North Carolina A&T State University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age or disability ..." (Undergraduate Bulletin, 2006-2008)

### Student Responsibilities

Students are admitted to the University through the established process and procedures set forth by the state of North Carolina and the office of admissions. Once the applicant has received word of his/her acceptance to the University information regarding the student's disability can be sent to the Office of Veteran and Disability Support Services. At the post-secondary level it is the student's responsibility to notify the appropriate office of any disability and request accommodations.

At North Carolina A&T State University the student with the disability should contact the Office of Veteran and Disability Support Services (OVDSS) as soon as possible prior to the beginning of classes to discuss accommodations. **The request for services must be made each semester.** The student is expected to meet with the director or a designee to discuss his/her disability and whatever the functional limitations there may be. Appropriate academic adjustments will come out of this meeting.

The University is not liable if a disability is not disclosed to the appropriate university official. Students are responsible for requesting accommodations in a timely manner so that professors and staff may plan for the adjustments needed. It is also the student's responsibility to consult with his/her professors to make sure they agree with the adjustments.

Students must provide written detail documentation to OVDSS in order to be eligible for services. Students with a physical disability must have a letter from a medical doctor stating the current medical status and suggested accommodations. Students with a learning disability or psychological disorder must provide the office with an official evaluation from an appropriate professional. The office prefers that the evaluation be no more than three years old. **ALL RECORDS ARE CONFIDENTIAL.** (See Link on Documentation Guidelines)

### Faculty Responsibilities

The faculty has the responsibility to cooperate with disability support services personnel in providing the requested and authorized accommodations and support services, in a fair and timely manner, for students with disabilities. Should the faculty member feel that an adjustment is unfair or unreasonable, some other academic adjustment should take its place.

Professors do not have the right to just refuse to provide required accommodations, to question whether the disability exists when accommodations have been authorized by the college official, or to request to examine the students' documentation. However, the faculty member can have input and should arrange with the student the means for providing accommodations in a particular class. A student should be able to comprehend the course material and communicate that comprehension to the instructors. Accommodations must give the student the opportunity to achieve that outcome, without the accommodation altering the fundamental nature of the course or program. If a faculty member has questions about the appropriateness of a required accommodation, he/she should consult with the director of disability support services (334-7765). The faculty member should continue to provide the accommodation until it is set aside or modified.

If a student requests that an instructor provide accommodations for a disability and the faculty member has had no official notification of the student's need, it is important that the instructor assist the student in contacting the Office of Disability Support Services. If the disability is visible (use of wheelchair, hearing aids, service dogs, etc.) and the requested accommodation is obviously appropriate, the faculty member should provide the accommodation while paperwork is being completed.

***see also:***

**Relocation/Reassignment Procedure  
Services for Persons with Temporary Disabilities**

**[back to top](#)**