Policy and Procedures

Regarding Confidentiality and Documentation

The records you provide to St. Francis College in relation to your disability are confidential. Each semester, preferably the week classes begin, students should pick up their Academic Accommodation letters from the Learning Resources and Disabilities Coordinator to be presented to their professors. Students should utilize this opportunity to further discuss their individual needs or concerns with their professors. Students may however self-identify to the Learning Resources and Disabilities Coordinator at any time throughout the semester.

Suggested Types of Documents Include:

Primary forms of Documentation
- Student portfolio (self-report)
- Psychoeducational evaluation

Secondary (supplemental) Documentation
- Individualized Education Plan (IEP)
- Official evaluation from Physician/Therapist etc.

Documentation may vary dependent upon specific disability. Please contact the Learning Resources and Disabilities Coordinator for any questions regarding acceptable documentation.

Department of Academic Affairs

Contact Information:

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Students interested in learning more about the academic accommodations available on campus, should contact the Learning Resources and Disabilities Coordinator following admission to St. Francis College. It is important to schedule this appointment as early as possible to allow for the implementation of accommodations.

Your accommodation(s) will be tailored to meet your individual needs, and may include the following:

- Note-taking assistance
- Extended time for exams
- Reduced distraction testing environment
- Audio taping of class lectures
- Reader/Scribe for formal exams
- Utilization of a computer or laptop during an examination (where applicable)
- Assistive Technology hardware/software