



# ILLINOIS WESLEYAN UNIVERSITY

## **Disability Services**

Holmes Hall 110  
PO Box 2900  
Bloomington, IL 61702-2900  
309-556-3231 (phone)  
309-556-3436 (fax)  
<https://www.iwu.edu/disability-services/>  
[cshiple@iwu.edu](mailto:cshiple@iwu.edu)

Illinois Wesleyan University is committed to providing equal access and opportunity to all campus programs and activities for students with disabilities. Determination of eligibility for support services, academic accommodations, and auxiliary aids is based on documentation received from qualified professionals. Disability Services secures and maintains documentation of disabilities, determines reasonable accommodations, and works with the student, faculty, and staff to implement accommodations and provide needed services and auxiliary aids. Documentation provided to Disability Services is considered private and will be used for the expressed purpose of establishing protection under the law, determining appropriate accommodations, and ensuring the effective implementation of those accommodations. All provided information will be protected against misuse by others.

Students are responsible for identifying themselves to Disability Services, for providing relevant documentation, and for requesting accommodations each semester. Additionally, students are strongly encouraged to contact the office as soon as they are admitted to the University.

*Self-advocacy is highly encouraged for students with disabilities  
as they progress through their collegiate experience.*

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### **INITIAL PROCESS**

1. The student submits a verification form and/or applicable documentation<sup>1</sup> (completed by a qualified professional). Verification forms can be found at <https://www.iwu.edu/disability-services/>.
2. Documentation will be reviewed, and reasonable accommodations will be determined based on the student's eligibility.
3. The Coordinator of Disability Services will email the student outlining reasonable accommodations.
4. The student must then meet with the Coordinator of Disability Services.
5. The student signs a release form and the Request for Academic Accommodation and Faculty Notification form.
6. An email outlining accommodations will be created.
7. The email will be sent to faculty members identified by the student. *Accommodations do not go into effect for that semester until the email has been sent.*
8. The student is responsible for contacting the faculty members to discuss/request specific accommodations.
9. Academic accommodations are not retroactive.

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<sup>1</sup> Prospective students are welcome to send documentation to Disability Services for evaluation of eligibility.

## CONTINUING PROCESS

1. Each semester the student requests accommodations, s/he must submit a Request for Academic Accommodation and Faculty Notification Form to Disability Services in 110 Holmes Hall.
  - a. If the student does not need changes to his/her accommodations, this form can simply be dropped off.
  - b. If the student would like to request changes to his/her accommodations, an appointment must be made with the Coordinator of Disability Services.
2. An accommodation email will be created for the current semester.
3. The email will be sent to faculty members identified by the student. *Accommodations do not go into effect for that semester until the email has been sent.*
4. The student is responsible for contacting the faculty members to discuss/request specific accommodations.
5. Academic accommodations are not retroactive.