



Disability Accommodations Process

Step 1: You must complete the Office of Student Disability (OSDS) Intake Form

- This form must be completed and submitted to the Office of Student Disability Services **each semester** that you are requesting for disability accommodations.
- Only use your SC State email address: No information will be sent to your personal email address.

Step 2: You must complete the Release of Information Form

- This form allows us to talk with or contact the person you identify on the form to include any of your medical provider(s).

Step 3: After completing Step 1, and you have an IEP

- Less than 3 years old please submit all documentation to the Office of Student Disability Services

Step 4: After completing Step 1, and you have a 504 Plan

Less than 3 years old please submit all documentation to the Office of Student Disability Services.

Step 5: Once all documents have been received and assessed on Step number 3 and Number 4, then

- You (the student) must come in for a face-to-face orientation. (This is mandatory for the process to move forward. This face-to-face orientation will provide the student clear understanding of the Memorandum of Understanding – (MOU). The Office is located near the Brooks Health Center, in the Counseling and Self-Development Center.
- The signed MOU by the student will help the student understand what the classroom accommodations allow and provides and the do's and don'ts of these accommodations.
- Once the student signs the MOU, then a letter will be prepared for your accommodations
- Once the letter has been prepared the student must come to the OSDS to sign the original letter that will be sent to his/her instructors/professors:
 - (1) Student will receive a letter with instructions, and
 - (2) Student must come in the Office of Student Disability to sign the accommodation letter in person
- Student must sign the Memorandum of Understanding (MOU) before moving forward for final approval.

Step 6: Final Steps of

- Once the student signs the MOU, then the accommodation can be sent forward.
- The OSDS will copy and send via email the following to the student's instructors/professors:
 - A copy of the signed accommodation letter,
 - A copy of the current semester Class Schedule,
 - A copy of the Memorandum of Understanding, and
 - A copy of the Accommodations for Academic Success – Resources

After these steps have been completed the Classroom Accommodation starts with the instructor/professor and the student. Whenever there is a problem with the accommodations the student and/or professor must make, contact with the Office of Student Disability Services immediately.

You may contact the Office of Student Disability Services at 803-536-7245. Face-to-face meetings are optional and may be scheduled. Feel free to contact me: Cammy D. Grate, 803-878-9459 or email me at: cgrate2@scsu.edu.

*Thank you,
The Office of Student Disability Services*