

## Disability Accommodations

**Compliance.** Hannibal-LaGrange University does not illegally discriminate on the basis of age, sex, race, color, religious belief, disability, or national origin. The university's policy of nondiscrimination extends to all areas of university operations, including, but not limited to, admissions, student aid, athletics, employment, and educational programs.

**Access to facilities.** Although certain facilities are not fully physically accessible to persons with physical disabilities, Hannibal-LaGrange University will take such steps as are necessary to ensure that any qualified disabled person is neither denied the benefits of, nor excluded from participation in, any program or activity provided by the university, or denied the use of its services. Reasonable accommodations, such as the scheduling of classes and the arranging of housing in accessible facilities, require advance planning and adequate time to prepare. Therefore, it is imperative that physically disabled persons who have been accepted for admission identify themselves **two months prior** to beginning their first semester at the university and indicate the nature of accommodation that is necessary to meet their need. For further assistance, contact Karry Richardson, Associate Dean of Academic and Career Services ([krichard@hlg.edu](mailto:krichard@hlg.edu) or 573-629-3016).

**Documentation.** Students, desiring reasonable accommodations for federally defined disability, must file official documentation with the Admission Office. Documentation should include seven essential elements, as developed by AHEAD, the Association on Higher Education and Disability, [www.ahead.org](http://www.ahead.org):

- The credentials of the evaluator(s) – a licensed or appropriate credentialed professional
- A diagnostic statement identifying the disability
- A description of the diagnostic methodology, evaluation methods, procedures, tests and date(s) of administration
- A description of the current functional limitations
- A description of the expected progression or stability of the disability
- A description of current and past accommodations, services and/or medications
- Recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or support services

### Support Services

- Academic Advisement
- Extended Exam Time
- Tutoring (subjects vary)
- Deaf Interpreter
- Additional reasonable accommodations, as needed

### Library Services

- Audio-textbooks are available through Learning Ally (formerly Recordings for the Blind and Dyslexic - RFBDB) Students must have certification of disability to qualify and pay a \$99 annual fee. Go to: <http://www.learningally.org/>
- RFBDB compatible CD and tape players
- Audio and/or braille books from Wolfner Library Services. Go to: <http://www.sos.mo.gov/wolfner/>
- Computer with Zoom Text
- EBSCOhost databases contain audio readers for html articles
- Retrieval Service

**Federal contact.** U. S. Department of Education, Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302 (816) 268-0550 Go to: <http://www.hhs.gov/ocr/>