2. Readers/Scribes
SDS coordinates personal reader and scribe services for scheduled exams.

3. Alternate Format Instructional Materials
SDS provides authorized students with alternate format media, the term applied to course materials converted to an accessible format. Requests must be made in a timely manner to aid in the production process. The office can convert textbooks, electronic documents, exams and other print materials into the following formats:

- DOC (MS Word), PDF (Portable Document Format), TXT (Text), RTF (Rich Text Format)
- Large print (large font)

4. Sign Language Interpreting/Transcribing Services
SDS coordinates interpreting services and/or transcribing services for deaf or hard of hearing students registered with the office. Sign language interpreting and transcribing services are available for classroom and lab requirements, academic related activities, and university events.

5. Note-takers
SDS coordinates note-taking services for authorized students. Notes can be obtained in several ways: a volunteer or paid note-taker/classmate can provide course notes as email attachments or use a carbon copy note pad provided by SDS; SDS student may also use a Live scribe pen (some are available for loan) or record the class with faculty permission.

6. Auxiliary Support Services
In addition to assisting students with academic services and accommodations, academic coaches in The Learning Center are available to meet with students weekly or as needed. Academic Coaches can assist in enhancing study strategies, time-management and self-advocacy skills.
CCSU’s Office for Student Disability Services (SDS) is committed to providing equal access to an educational experience through the provision of reasonable accommodations and services to qualified students with disabilities in order to reduce or eliminate any disadvantages that may occur as a result of an individual’s disability. In determining reasonable accommodations, the university is guided by the federal definition of “disability” which describes an individual with a disability as someone who has:

1. A physical or mental impairment that substantially limits one or more major life activities of an individual; for example:
   - Caring for oneself, standing, lifting, bending, speaking, breathing, eating, sleeping, walking, performing manual tasks, learning, reading, concentrating, thinking, and working.
2. A record of such impairment; or
3. Is regarded as having such an impairment.

Eligibility for Services

Eligibility for services/accommodations from SDS is a separate process from admissions. The admissions process for students with disabilities is the same as for all other students. Disclosure of a disability is voluntary; however, students may consider disclosing the disability when high school academic performance was adversely affected due to the disability. Disability documentation is reviewed on a case-by-case basis and does not override the primary admissions criteria. For confidentiality reasons, it is recommended that disability documentation be provided directly to SDS.

In order to receive accommodations from SDS, students must first obtain appropriate documentation of their disabilities from a qualified professional. Disability documentation is credible evidence from, for example: a licensed or certified professional, PhD, MD, psychologist, audiologist, etc. who can attest to the existence of a disability, the impact of the alleged disability on academic performance and related competencies and make recommendations for equal access and/or academic compensatory measures, known as accommodations.

SDS offers a wide variety of legally mandated services for students with documented disabilities. After reviewing the documentation of disability, the coordinator will provide appropriate academic accommodations specific to the student’s functional limitations in the academic setting and train the student on accessing the approved accommodations. Students should request accommodations in a timely manner and follow SDS policies and procedures for accessing accommodations as outlined in this section.

Note: SDS does not provide assistance or equipment, i.e. homework assistance, typing, personal laptops, or personal aids.

There are six main services at SDS:
1. Exam Accommodations
2. Readers/Scribes
3. Alternate Format Instructional Materials
4. Sign language Interpreting/Transcribing Services
5. Note-takers
6. Auxiliary Support Services

1. Exam Accommodations

SDS collaborates with students and their faculty to provide approved exam accommodations that ensure equal access. In order to schedule exams with SDS, students are responsible for meeting with the faculty member to discuss the exam date/time and scheduling the exam date/time with SDS. Exam accommodations can include but are not limited to:

- Extended time (time + ½)
- Distraction-reduced location
- Screen-enlargement software (Zoom Text Magnifier)
- Text-to-speech reader (Kurzweil)
- Electronic formats
- Word processing
- Large print (large font)
- Reader/Scribe
- Adjustable table