

Office of the Dean of Students

To: All Undergraduate, Graduate, and Part-Time Students

From: William H. Johnson, PhD, dean of students

Re: Accommodations for Students with Disabilities

We are writing to remind students with disabilities about the procedure for requesting reasonable accommodations. Fairfield University is committed to providing qualified students with disabilities an equal opportunity to access the benefits, rights, and privileges of its services, programs, and activities in an accessible setting. Furthermore, in compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and Connecticut state laws, we provide reasonable accommodations to qualified students to reduce the impact of disabilities on academic functioning or upon other major life activities.

If a student with a disability would like to be considered for accommodations, the student must request such accommodations with the Office of Accessibility by completing the intake process. The intake process entails creating an online profile through the "Accessibility and Accommodations" portal on my.fairfield.edu, providing supporting documentation regarding your disability and requested accommodations, and meeting with a representative of the Office of Accessibility to discuss your requests. Please refer to the attached sheet regarding how to create your online profile.

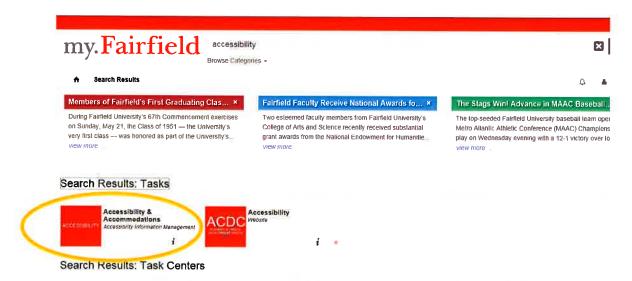
Ideally, any request for accommodations on the basis of a disability should be done prior to the start of the academic semester and is strictly voluntary. If a student with a disability chooses not to self-identify or provide the necessary documentation, accommodations need not be provided. All information concerning disabilities is confidential and will only be shared with a student's permission.

For more information regarding how to request accommodations based on a disability, please visit the Office of Accessibility located in the Academic Commons in the DiMenna-Nyselius Library. The Office of Accessibility can also be reached at ext. 2615 or via email at ooa@fairfield.edu.

How To: Create an Online Profile

Requesting Accommodations due to <u>documented</u> disability or temporary impairment

- 1. Login to my.fairfield using your NetID.
- 2. Type in "Accessibility" in the search bar & select the "Accessibility & Accommodations" Task.



3. Click on the blue "Get Started" button to create an online profile for requesting accommodations. **Supporting Documents are required.** Follow all instructions to **upload documents** to your online profile.

