



## *Access and Accommodations Student Dialogue Form*

Kansas Wesleyan University (the University) is committed to providing equal access to all academic areas and other programs sponsored by the University to students with disabilities and supporting the full participation by all students in the campus community. This includes providing reasonable accommodations to qualified students in accordance with applicable law, including the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 (the "Rehabilitation Act"), and the Fair Housing Act.

This form is for use by a student to self-identify to Student Disability Services the student's status as a person in the protected class of disability as well as to request access services, if needed.

The office of Student Disability Services (SDS) facilitates services and accommodations for students with disabilities. Examples of covered conditions include: Attention Deficit/Hyperactivity Disorder (ADHD); autism spectrum disorders; chronic medical conditions (cystic fibrosis, diabetes); learning disabilities; mental health disabilities (bipolar disorder, depression, post-traumatic stress disorder); mobility disabilities (use of wheelchair or other assistive device); neurological disorders (traumatic brain injury, epilepsy, motor or tic disorders); orthopedic disabilities (bone or muscle disorders, connective tissue disorders); and sensory disabilities (hearing, vision). Examples of accommodations include extended time for test-taking, accessible campus housing, transportation assistance, and textbooks in digital format.

**Academic Access Requests:** If access accommodations are needed, this form gives you, the student, the opportunity to initiate and interactive dialog with SDS to provide additional information about your disability, the impact of the condition, the accommodations that you seek to address the impact, and the accommodations you have used in the past.

**University Housing Requests:** Accommodation requests for University Housing are also initiated using this form. Students are encouraged to submit housing requests as early as possible. SDS will forward all Notices related to housing requests to the Student Development Office, which is responsible for housing determinations. Housing determinations are prioritized according to the date of the Notice and enrollment deposit, as well as other factors including availability and seniority. SDS and the Student Development staff may consult with subject matter experts in health fields regarding accommodation requests. Students who are approved for accessible housing after the room assignment period has closed will be placed on a wait list.

**Service Animals:** Students registering a Service Animal, as defined by the ADA, and KWU *Policy for Use of Service Animals*, need only complete the *Service Animal Registration Form*.

**Emotional Support/Assistance Animals:** Students registering an Emotional Support/Assistance Animal, as defined by the ADA, FHA, and KWU must complete this form, the *Request for Accommodations in University Housing form*, *Reasonable Accommodation Verification Form for University Housing*, *Acknowledgement and Release of Information Consent Form*, *University*

Interactive Dialogue Form

*Housing Roommate/Suitemate/Housemate Acknowledgement and Emotional Support Animal Registration Form.*

Please complete this form and submit it along with your disability documentation if you are requesting accommodations. The access and accommodations request process is finished when all of the following steps have been completed:

1. You have submitted this *Access and Accommodations Student Dialogue Form*.
2. You have submitted current and comprehensive disability documentation that meets SDS guidelines as described in detail in the SDS Handbook.
3. You have met with the Director of the Student Success Center for an initial assessment interview and the SDS Accommodations Coordinator has reviewed your disability documentation.
4. You have received a "Notice of Approved Access and Accommodations," ("Notice") signed and dated by the Director of the Student Success Center. Receipt of the Notice indicates that you have successfully completed the request process.

PLEASE NOTE: Responses are required for all questions. Please use "Not Applicable" if the question does not apply to your situation.

***Personal Information (All Applicants)***

Full Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Start Term: \_\_\_\_\_

When you would like to start your services? \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Land Line Number: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Information: \_\_\_\_\_

FERPA access granted to whom? \_\_\_\_\_

What is your KWU status?

\_\_\_ Incoming First Year Student

\_\_\_ Current/Continuing KWU Undergraduate Student

\_\_\_ Incoming Transfer Student

\_\_\_ Current/Continuing KWU Graduate Student

\_\_\_ Incoming Graduate Student

\_\_\_ Summer College Student

Expected Graduation Term: \_\_\_\_\_

What is your degree program?

\_\_\_ Bachelor

\_\_\_ MBA/Graduate

\_\_\_ Non-Degree Student (e.g., Summer College, Visiting Student, etc.)

Interactive Dialogue Form

*Information related to your disability*

Into which of the following categories does your disability (or disabilities) fall? You may select more than one:

- ADHD
- Autism Spectrum
- Chronic Medical (please state diagnosis: \_\_\_\_\_)
- Hearing
- Learning Disability : \_\_\_\_\_
- Mental Health
- Mobility
- Neurological
- Orthopedic
- Visual
- Unknown/Unsure/Not Yet Diagnosed
- Other (Specify Below)

Are you requesting disability services? Please select one of the following:

- No, I am not requesting disability services or accommodations at this time.
- Yes, I am requesting disability services at this time. (Please submit disability documentation.)
- Maybe, I am submitting this form to explore whether I qualify for disability services. (Please respond to all remaining sections/questions with as much information as you can and using "Not Applicable" where appropriate.)

In your own words, please describe your disability and its impact on your daily life.

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Please return this signed document to:  
Student Disability Services  
Student Success Center  
100 E. Clafflin Ave, Salina, KS 67401  
[bryan.mccullar@kwu.edu](mailto:bryan.mccullar@kwu.edu)  
Phone: 785-833-4398