Steps to Transition and the Accommodation Process at Franklin Pierce University

Welcome to Franklin Pierce! The following information is for students with disabilities who plan on utilizing accommodations while at Franklin Pierce University.

**Step 1: Identify Yourself to the Center for Academic Excellence: Submit Documentation**
- Submit current documentation of a disability directly to the Coordinator of Student Accessibility Services. Questions about documentation guidelines? Please call or email the Coordinator of Student Accessibility Services, information below.
- IEP’s and/or 504 plans from high school are not sufficient documentation to determine disability and eligibility for accommodations.
- Depending upon the condition, documentation more than three years old may be considered too outdated to verify a current disability. Please ask the Coordinator of Student Accessibility Services, or review the condition-specific documentation guidelines on our website.
- Do not assume your high school has forwarded your documentation.
- Be sure to include your contact information.

**Step 2: Wait for Eligibility Determination**
- Beginning in mid-May, all newly submitted documentation for incoming students is reviewed by the Coordinator of Student Accessibility Services.
- If documentation is insufficient, you will receive a phone call or email describing why and what is needed in order to determine disability status.
- If documentation is sufficient and determines eligibility, you will receive confirmation.

**Step 3: Make an Appointment**
- It is the student’s responsibility to connect with the Coordinator of Student Accessibility Services and discuss the accommodations.
- Typically, students make an appointment with our office within the first couple of weeks of the semester. However, the Coordinator of Student Accessibility Services welcomes meeting with students over the summer if it is felt this would be helpful to the transition process.
- At this initial meeting, the Coordinator works with students to determine what accommodations are needed and reasonable within the context of the courses they are taking.
- Faculty Notification Forms (“Blue Sheets”) are completed with the student outlining what accommodations the student is requesting and approved for.
- Students are told to give these forms to each of their Faculty and are encouraged to discuss the nature of their disability and how it impacts them.

*Note: Faculty are under no obligation to accommodate a student until they are supplied with a Faculty Notification form (“Blue Sheets”) generated through the Coordinator of Student Accessibility Services.*

**Step 4: Stay in Touch**
- The Coordinator of Student Accessibility Services does not monitor student performance. It is expected that if a student is experiencing personal, academic, and/or accommodation-related difficulties, that they will communicate and seek assistance. I can always be reached via email, phone, and of course by stopping by the Center for Academic Excellence.

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