Frequently Asked Questions

How do I apply for admissions?
Students with disabilities follow the same admissions procedures as other students applying to Davenport University. Admission information and online application can be found at [www.davenport.edu](http://www.davenport.edu).

Are admission standards modified for students with disabilities?
No, admission standards are the same for all students applying to Davenport University. You must meet all the same admission and program standards as other students.

Does Davenport University have special education classes for students with disabilities?
No, Davenport provides accommodations for students based on their disability, so that students can have equal access to Davenport programs. Even so, there are many services available for all students for academic support, writing assistance, and tutoring.

How can I request information for students with disabilities?
You may download the Disability Services Student handbook and get other information from the Disability Services page on the Davenport website at [www.davenport.edu/disabilityservices](http://www.davenport.edu/disabilityservices) or by calling the Office of Student Services at your location.

How do I request accommodations?
You must complete the Accommodations Request Form along with Verification of Disability form(s) and any supporting documentation. Either return or email the forms to the Disability Service Coordinator at the location where you attend or plan to attend.

How will I know if I am eligible to receive reasonable accommodations?
After reviewing the request and documentation, the Disability Services Coordinator will meet with you to discuss any need for additional documentation, approval of accommodations as well as necessary paperwork related to receiving services. If you are eligible for services, you will receive an Instructor’s Documentation of Accommodations (IDA) which will state the accommodations and services you are eligible to receive. The Disability Services Coordinator will act as a liaison with faculty and other campus departments to assure compliance with accommodation requests.

Should I contact my instructors and let them know I need an accommodation?
You should not contact faculty or request accommodations from them prior to completing the Accommodations Request Form, along with the Verification of Disability form and before meeting with the Disability Services Coordinator. If you are eligible for services, you will receive an Instructor’s Documentation of Accommodations (IDA) which will state the accommodations and services you are eligible to receive. Once, you have your IDA; please discuss your needed accommodations with the instructors so that the support can be coordinated.

How early should I ask for services?
Generally, you should ask for services six weeks before the semester you intend to enroll at Davenport. You are welcome to visit any Davenport location and discuss required documentation, types of accommodations, or the academic and physical requirements of your chosen program.
Will I automatically receive services each semester?
After you have gone through the process of verifying your disability, you will receive an Instructor’s Documentation of Accommodations (IDA). Generally, the Instructor’s Documentation of Accommodations (IDA) is valid for two academic years. It is up to you speak with each instructor to coordinate receipt of accommodations. If needed, the Disability Services Coordinator will act as a liaison with an instructor and other campus departments, at your request, to assure compliance with accommodation requests.

Is there a fee for requesting services?
No, students are not charged a fee for processing an accommodation request through Disability Services. Students will be responsible for the cost of obtaining required documentation establishing a covered disability and the need for accommodation. Approved accommodations generally will be at no cost to the student.

Is my information kept confidential?
All disability-related documentation is treated as medical information and is retained separately from academic records. This information is shared only on a need-to-know basis within the institution. The student has the right to determine with whom to disclose his/her disability. A part of the Verification of Disability form has a section for the release of information on it so that the Disability Service Coordinator can discuss information regarding academic adjustments/auxiliary aids and/or accommodations related to your disability with relevant Davenport University academic and operations personnel to provide the desired support.

Are opportunities for accommodations the same at each location?
Accommodations are individualized for each eligible student. Every effort will be made to provide an effective accommodation at the location you attend.

Who will advocate for me?
You are responsible for providing the University with timely notice of the need for accommodation and timely and complete documentation to support the request. The Disability Services Coordinator will provide guidance and support in implementing your Instructor’s Documentation of Accommodation (IDA). If you believe you are experiencing discrimination because of your disability, please advise your Disability Services Coordinator or follow the complaint procedures outlined in the Student Handbook.

How do I advocate for myself?
Submit your accommodation request and supporting documentation in a timely fashion. Make sure that for every class that you feel you need accommodations that you privately meet with the instructor at the start of the session and go over your Instructor’s Documentation of Accommodations (IDA). Let them know you are a hard worker and your commitment to success in the class. Familiarize yourself with University policies and procedures. Contact your Student Advisor or the Disability Service Coordinator if you have any problems or difficulties.

How do I know who the Disability Service Coordinator is at my location?
Check the Davenport University website at www.davenport.edu/disabilityservices

I do not have web access or need the information in an alternate format, how can I receive this information?
Contact Paul Ballard, Student Access Manager at (866) 925-3884 or Paul.Ballard@davenport.edu.