

Academic Success and Disability Resources

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Stetson's academics can be rigorous and challenging at times. Academic Success offers coaching, tutoring, Stetson Peer Instruction (SPI), supplemental advising support, and skills-based learning to all Stetson students. Students can receive Success Coaching through requesting one-on-one coaching appointments with trained Success Coaches made up of qualified students and staff; additionally students can attend any of the free tutoring or SPI sessions offered in the Hollis Family Student Success Center and around campus for some of our more challenging lower-level courses (view our tutoring offerings (<https://www.stetson.edu/administration/academic-success/>) and our SPI sessions (<https://www.stetson.edu/administration/academic-success/>)). By participating in Success Coaching, tutoring, and/or SPI students will learn and develop skills and strategies to help them succeed at Stetson and beyond.

Accessibility Resources for Students with Disabilities

Stetson University values diversity and inclusion and seeks to provide equal access and opportunity to all of its students. Academic Success promotes the full inclusion of students with disabilities and facilitates access to adaptive technology; accessible class materials; academic accommodations; coaching and resources; guidance and education to the campus community; and advocacy for equal opportunity and access.

How to Request Services for Students with Disabilities

As a student, you should:

1. Complete the Accommodations Profile located at the following link: Accommodations Profile (<https://shasta.accessiblelearning.com/s-Stetson/ApplicationStudent.aspx>). This form provides a student with the opportunity to share their personal strengths, barriers they have experienced due to a disability, and potential accommodations they would like to discuss to address those barriers at Stetson University.
2. Submit relevant disability-related documentation. This documentation may be in the form of an evaluation conducted by a credentialed professional, an Individualized Education Plan (IEP), 504 Plan, etc. The documentation should provide a description of the disability and outline recommendations for any academic accommodations to eliminate barriers to the educational experience. New students are encouraged to send their documentation after being accepted to Stetson University. Please refer to our Documentation Guidelines, available at: <https://>

www.stetson.edu/administration/accessibility-services/index.php
(<https://www.stetson.edu/administration/accessibility-services/>)

Please submit documentation through fax (386-740-6665), email asc@stetson.edu, or by mail:

Stetson University
c/o Academic Success
421 N. Woodland Blvd., Unit 8366
DeLand, FL 32723

1. Once your documentation and profile have been submitted to the ASC, schedule a welcome meeting so that we can collaborate on appropriate accommodations to address any barriers to your access. We are establishing these meetings through the "Stetson SSC" software. Below are steps to check for availability and schedule a meeting:
2. Log into my.stetson.edu
3. Click on "Stetson SSC"
4. In the upper right-hand corner, click the blue button that says "Get Assistance."
5. On the next screen under "What type of appointment would you like to schedule?" select "Academic Services" from the first drop-down menu. Then select "Accessibility Meeting" under the "Service" drop-down menu.
6. Select an approximate date that you would like to meet, and the system will display all available days and times for that meeting type.
7. If you would like to meet with a particular person, you can select "View individual availabilities" above where times and dates are listed. You can select Martha von Mering or Heather Holston from the list. If you do not select anyone, you will see all available meetings for all Professional Staff.
8. Pick a date and time based on the availability provided. These meetings will need to be scheduled at least 24 hours in advance of the meeting.
9. Finally, on the "Review Appointment Details and Confirm" screen you can provide any comments and select if you would like an email and/or a text reminder of the meeting. Once you hit "Schedule," you are all set!

Please note that accommodations are not retroactive. The student is eligible for accommodations based upon the date the student requests accommodations and/or signs the forms with Accessibility Services. Also note that some accommodations may take several weeks to arrange, so timely receipt of documentation and request of accommodations are essential. Students are responsible for maintaining contact with Accessibility Services to update pertinent information, seek assistance for learning strategies, or discuss accommodation issues.

ADA Grievance Procedure

Stetson University values a community environment free of discrimination and harassment and therefore prohibits conduct which prevents free academic interaction and opportunity, or which creates an intimidating, hostile, or offensive study, residential, or work environment. In conjunction with this, Stetson University complies with Title III of the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973 (Section 504), and the University's academic standards to ensure that there will be no discrimination on the basis of disability. Due to these laws and University values, no qualified

individual with a disability shall be denied access to or participation in services, programs, and activities offered at Stetson University.

The University will make a good faith effort to seek resolution to a problem informally brought to its attention through discussion and communication with the department or unit involved and with appropriate University officials. The University encourages all faculty, staff and students to attempt an informal resolution prior to initiating the formal grievance procedure.

Students with disabilities who believe that they have been denied "reasonable accommodations" for their documented disability, been excluded from participation in, been denied the benefits of, or otherwise have been subjected to discrimination on the basis of their disability should follow the subsequent steps.

1. The student should schedule a meeting with the Director of Accessibility (ADA/504 Coordinator), 386-822-7127, asc@stetson.edu
2. The Director of Accessibility (ADA/504 Coordinator) will investigate the complaint, which includes but is not limited to personal interviews with all relevant parties and attempt a resolution with the participants involved.

If the student is not satisfied with the outcome of the informal process, they may file a formal grievance within fifteen days after the conclusion of the attempt to informally resolve the differences.