

## Academic Accommodation Guidelines

Disability Services at Vanguard University exists to provide representation, access, service, reasonable accommodations, and community support to students with learning, physical, medical, and psychological disabilities through communication, advocacy, and collaborative services. If you are an incoming or new transfer student and are seeking academic accommodations, the Office of Disability Services will work with you to determine and set up appropriate support.

### Appointments

Appointments to discuss the accommodations process will be held in person or virtually on Zoom. To schedule an appointment, please contact [DisabilityServices@vanguard.edu](mailto:DisabilityServices@vanguard.edu). We can meet with you any time after you commit and deposit to attend Vanguard University.

Academic accommodations are typically put in place within the month of August in preparation for the start of the academic year, but can be requested in the months following once a student contacts Disability Services and provides sufficient documentation.

### Academic Accommodations

If you had an IEP or 504 Plan in high school, please provide the following information:

1. Your most recent IEP or 504 Plan -- **required**.
2. The most recent copy of your psychoeducational evaluation -- **required** (unless you have a letter from your medical or mental health professional (see Medical/Mental Health section).
3. A letter from ACT or SAT allowing extended time on their standardized exam – **if applicable**.
4. If you attended a private or specialized high school, a letter stating the academic accommodations offered is requested.
5. Once your documentation is received, you will need to meet with the Assistant Director of Disability Services for academic accommodations to officially be put in place. Accommodations cannot be put in place without meeting with the Office of Disability Services.
6. **Transfer students** – provide a confirmation of accommodations from your previous institution, along with a copy of the most recent psycho-educational evaluation you had in high school, if applicable.

### Medical/Mental Health – Academic Accommodations

You may also have had accommodations for physical/medical or mental health reasons. If that is the case, the office of Disability Services will need a letter from your medical or mental health professional sharing:

1. Diagnosis/diagnoses.
2. Medications – if on medication, list medications and possible effect/s on academics.
3. What academic accommodations are recommended by your medical or mental health professional based on how your diagnosis/es is/are currently impacting your academics?