

SOUTHERN ADVENTIST UNIVERSITY

Informed Consent for Disability Support Services

Confidentiality

The Disability Support Services (DSS) staff adhere to laws and ethical standards that require applicable information to be held in confidence. Such information can be released to others outside DSS only when an educational, health or safety issue creates a need to know. Exceptions to these requirements arise in those circumstances in which DSS staff are required by law to report suspicion of child, domestic, mentally ill, disabled, or elder abuse or in which the client presents a serious danger to him/herself or others.

Your Responsibility

In order to receive accommodations, you must first voluntarily provide appropriate, up-to-date documentation, sign an informed consent form, and request specific accommodations based on your documentation. Only requests deemed appropriate and reasonable will be recommended to instructors.

Once the Accommodations Data Sheets are ready for your signature, you need to hand-deliver them to your professor(s) and negotiate as to how the accommodations will be provided.

In order to continue receiving accommodations, you must submit an updated request for accommodations.

Eligibility

Your eligibility for service is contingent upon your status as a registered or continuing Southern Adventist University student. The services you receive are based upon a determination of your needs and goals. If DSS is unable to meet your needs, you will be given a referral to resources that may be able to help you.

Records

A confidential record of services provided and your progress through those services is maintained with access generally limited to DSS and Counseling & Testing (C&T) staff (for additional access information, see "Confidentiality" above).

Appointments

DSS support services are free of charge for eligible students.

Making appointments, both for meeting with personnel and for using equipment, is recommended, but if none has been made, you can access staff and equipment without appointment, pending availability.

If staff cannot keep an appointment with you, a good-faith effort will be made to notify you. (To facilitate such notification, please make sure you have accurately listed your contact information on "My Access.")

Grievance Procedure

If you have any comments or complaints, first contact the Disability Services Coordinator (ext. 2574 or suite 1082 in Lynn Wood Hall). To initiate a grievance procedure, you can obtain the proper forms either from DSS or from C&T (ext. 2782, Lynn Wood Hall, room 300) and then file the report with that office.

Have you previously received services at Disability Support Services? (circle one) Yes / No

I have had the opportunity to discuss any questions I have about this form.

Student signature

Printed name

Phone

Date

I have discussed this information with the student.

Staff signature

Printed name

Date