

## ABOUT DSS

Kansas State University is dedicated to providing equal educational opportunity and access to every student.

The staff of Disability Support Services provides a broad range of supportive services in an effort to ensure that the individual needs of each student are met. Our goal is for each student with a disability to have the opportunity to realize his or her greatest potential.

## WHO IS ELIGIBLE?

Accommodations and services are available to K-State students who have documented disabilities such as, but not limited to, the following:

- Attention Deficit/Hyperactivity Disorder
- Blindness or low vision
- Chronic medical conditions (diabetes, cystic fibrosis)
- Deafness or hard of hearing
- Learning disabilities
- Mobility impairments
- Neurological impairments (seizure disorder, brain injury)
- Psychological disabilities (Generalized Anxiety or Bipolar Disorder)

A student must complete an application either in the DSS office or online at [www.k-state.edu/dss/forstudents.html](http://www.k-state.edu/dss/forstudents.html). Guidelines for appropriate documentation can also be found online at this web site.

## ACADEMIC ACCOMMODATIONS

Academic accommodations are determined by what is requested and supported by the student's disability documentation, and thus are unique to each student.

Academic accommodations may include:

- Alternative text;
- Lecture notes;
- Sign language interpreters;
- Test-taking with extended time, a scribe, reader, and/or distraction-reduced environment.

### Letters of Accommodation

Once a student is determined eligible for accommodations, they must complete a request for "Letters of Accommodation". These letters are drafted by DSS staff and recommend the accommodations specific to each student. The student must then provide these letters to their instructors each semester if they are seeking accommodations in that particular course. The request for letters can be made in the DSS office or online at [www.k-state.edu/dss](http://www.k-state.edu/dss). Students eligible for test-taking accommodations must also provide a "Test Request" form to their instructor to complete and return it to DSS. At that time DSS will then arrange to administer tests with accommodations. However, an instructor always has the option to administer tests themselves, as long as approved accommodations are implemented.

### Alternative Text

Students who use alternative text should contact DSS as early as possible to discuss the process for obtaining required audio books for their courses.

Screen reading software is required to use most alternative text. 'Speakonia' or 'ReadPlease' are free, user friendly screen-reading products that can be downloaded to a student's home computer, or accessed at the AT Lab in Hale Library.

### Accessibility of classrooms

Most classrooms on the K-State campus are accessible. Any class scheduled in an inaccessible location will be moved for students with mobility impairments upon request.

## ADAPTIVE TECHNOLOGY

An Adaptive Technology Lab is located in the Media Development Center in Hale Library. It is equipped with large monitor computers, a scanner and a specialized keyboard. Software includes screen readers such as 'Natural Reader' and 'Open Book' which can read text aloud. CCTV and speech-to-text software (Dragon Naturally Speaking) are also available. Two digital Victor Vibe Readers are available for checkout through the Reserves desk in Hale Library.

The AT Lab and most public labs on campus are equipped with Zoom Text

enlarging software.

DSS also has an Adaptive Technology Specialist on staff to assist students, especially those taking online courses.

## **OTHER SUPPORTIVE SERVICES**

### **Tutors**

All K-State students are entitled to free tutoring services. Tutors are available primarily for basic freshman and sophomore classes. Applications for tutoring can be completed at DSS, though tutoring services are provided through Educational Support Services in 202 Holton.

### **Writing Assistance**

The English Department Writing Center is located in the Education and Counseling Services Building. For students who need more intensive help with writing, a Writing Specialist is available to work with students with disabilities in Educational Supportive Services, 201 Holton Hall, (785) 532-5642.

### **Transportation**

The DSS Shuttle Service is available on campus for students with temporary injuries or permanent disabilities. A van, equipped with a hydraulic lift, provides building-to-building service.

### **Parking**

Accessible parking is as conveniently located as possible for all buildings on campus. Contact Parking Services (108 Edwards Hall, 785-532-7275) for assistance in obtaining the necessary parking permits that allow qualified applicants to park in accessible parking spaces.

### **Students without Documentation**

For students that contact DSS who do not have appropriate documentation of their disability, or suspect they may have an undiagnosed learning disability, attention deficit/hyperactivity disorder or generalized anxiety disorder, DSS can help by referring them to a licensed professional for evaluation. In some cases these evaluations are not covered by health insurance and must be paid for by the student out-of-pocket or possibly through state social service agencies.



**DISABILITY SUPPORT SERVICES**  
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