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**WILLISTON STATE COLLEGE  
PROCEDURE MANUAL**

**SUBJECT:** Accessibility Support

**EFFECTIVE:** July 8, 2019

**Section:** 500 Student Affairs

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To obtain accessibility services, a student must identify himself/herself to the Accessibility Services Office, complete the request for services concerning his/her specific disability or accommodation request. The Accessibility Services Specialist determines the appropriate accommodations for each individual student and issues a notice to them and instructor(s) and/or staff with the specified accommodations.

A student who is eligible for accommodations has the responsibility to meet with his/her instructor(s) and provide them with the notice to sign for each course each semester, or meet with the appropriate staff member for any accommodation made outside of the classroom. Approved accommodations will be provided for the duration of a student's enrollment or for a defined temporary duration. Students wishing to update or change an accommodation request must submit a new request for services. Students experiencing a break in study (lack of continuous enrollment) must submit a new request for services. Students utilizing support services must observe the same college policies and academic regulations required of all students.

**REFERENCE:**

**HISTORY:**

Approved by WSC Executive Cabinet – October 16, 2017

Approved by WSC Faculty Senate – August 19, 2019

Approved by WSC Staff Senate – August 1, 2017

Approved by WSC Faculty Council – August 20, 2019

Approved by WSC Student Senate – September 19, 2017