

Accessing Disability Services – AGS Face to Face

It is the practice of Southern Wesleyan University to comply with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, as well as with state and local requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability will be denied access to or participation in any services, programs or activities of Southern Wesleyan University.

Accessing Accommodations

Students with disabilities who require accommodations must make those needs known to the Student Services Coordinator of their respective learning center in a timely manner. It is the responsibility of the student to provide appropriate and current documentation. The information is then forwarded to Martha Mishoe, Student Success Coordinator. Mrs. Mishoe authorizes and helps coordinate appropriate accommodations. Your accommodations request must be renewed through Mrs. Mishoe every six months.

Process for Obtaining Services

1. The student sends an accommodations request and appropriate documentation to the Student Services Coordinator of his or her learning center.
2. The Student Services Coordinator at the site forwards the request and documentation to the Student Success Coordinator.
3. The documentation is reviewed and a phone interview takes place between the student and the Student Success Coordinator to determine the reasonable accommodations to be made.
4. The Student Success Coordinator sends an email to the appropriate site Student Services Coordinator notifying them of the student's approved accommodations along with the attached accommodations letter for distribution. A copy of this letter is also sent to the student.
5. The Student Services Coordinator at the site provides the accommodations letter to the appropriate instructors.
6. Instructors review the accommodations and confer with the student, site Student Services Coordinator, and the Student Success Coordinator as needed.
7. After the accommodations have been approved, it is the student's responsibility to introduce himself/herself to the instructor on the first day of class and provide any further information they deem necessary.
8. The Student Success Coordinator and instructors will address any issues that may arise with providing the requested accommodations.
9. The student must contact Mrs. Mishoe every six months to renew accommodations request for the next six month period.

Required Documentation

All documentation must be current in order to be acceptable. In order to be considered current, it must fall within the following time frames:

- Within 3 years for learning disabilities and all other disabilities (*This does not apply to physical or sensory disabilities of a permanent or unchanging nature.*)
- Within 1 year for psychiatric disabilities
- Students who request reentry to the AGS program must resubmit current documentation if it has been four or more years since they have been assessed by the Student Success Coordinator.

Documentation should be typed on official letterhead, dated, and signed by a credentialed professional.

Documentation provided on a prescription pad is not acceptable. The documentation should include the following:

- A diagnostic statement identifying the disability
- A description of the diagnostic methods used along with copies of test results
- A description of the student's current functional limitations
- A description of the expected progression of the disability, if relevant
- A description of current and past accommodations, services and/or medications
- Recommendations for accommodations, strategies and/or service

Student disability and accommodations records are treated as confidential information under applicable federal and state laws as well as University policies. Information is provided only to support individuals on a need-to-know basis.

Students who find services unsatisfactory or who wish to file a grievance should contact Martha Mishoe, Student Success Coordinator and chairperson of the Committee for Students with Disabilities at mmishoe@swu.edu or Maggie Turner, Director of Community Engagement at (mturner@swu.edu). (See the protocol for response to harassment of students with disabilities in the following section.)

Contact Information

Martha Mishoe, Student Success Coordinator

Mailing Address:

Southern Wesleyan University
Attn: Martha Mishoe
P. O. Box 1020
SWU Box 1994
Central, SC 29630

Phone: 864-644-5036

Fax: 864-644-5979

Email: mmishoe@swu.edu

Office Hours:

Monday – Friday: 8:00 a.m. – 4:30 p.m.

Office Location:

Rickman Library, Office 224

Student Services Coordinators at each Site

Central

Danita Jones

864-644-5351

djones@swu.edu

Greenville

Angie Bowers

864-644-5613

abowers@swu.edu

Charleston

Joel Crawford

864-644-5640

jcrawford@swu.edu

Columbia

Greer Friedrich

864-644-5628

gfriedrich@swu.edu

North Augusta

Don Williamson

864-644-5655

dwilliamson@swu.edu

Student Services Coordinators managed by:

Jennifer Potts, Assistant Registrar –AGS Student Services

864-644-5532

jpotts@swu.edu