



Accommodations and Accessibility Resources Center for Academic Success and Achievement (CASA)

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Introduction

Who We Are?

Norwich University is dedicated to fostering accessible and inclusive educational environments. The Accommodations Resource Team (ART), which is housed within the Center for Academic Success and Achievement (CASA), provides support services to students who have a disability or medical condition.

ART staff strive to ensure all NU students, regardless of their background, have everything they need to succeed. We firmly believe that a disability should not disadvantage students in any aspect of their lives at NU. Our staff takes all necessary steps to create an equitable, inclusive, and sustainable environment free from discrimination. We support students with both permanent and temporary disabilities in the process of requesting accommodations from the university.

The following diagnoses are covered under ADA, though this list is not exhaustive:

- Autism Spectrum Disorder
- Hearing impairments (including deafness)
- Intellectual disabilities
- Neurodevelopmental disorders (including ADHD)
- Serious Emotional Disturbance (SED) (anxiety, depression, PTSD, etc.)
- Specific learning disabilities (dyslexia, dyscalculia, dysgraphia, dyspraxia, etc.)
- Speech or language impairments
- Orthopedic impairments
- Other health impairments or injuries
- Traumatic brain injury (including concussions)
- Visual impairments (including blindness)

What Resources Are Available to You?

Students with disabilities or qualifying medical conditions have access to a broad range of accessibility services, resources, and facilities, including academic accommodations, assistive technology support, and individualized coaching and tutoring.

The Accommodations Resource Team (ART) will:

- Assist students with identifying required documentation for accommodations.
- Discuss the relevance of 504 or IEP plans (if applicable) and approved accommodations from prior educational history in the university setting.

- Advise students of their rights and responsibilities per ADA, FERPA, HIPAA and privacy laws.
- Provide academic success coaching and mentoring by appointment, as needed or regularly.
- Facilitate communication with faculty, staff, and family (with student permission).
- Train on assistive technology and access to alternate-format textbooks.
- Offer proctoring services for quizzes, tests, and exams.

Students Pursuing a Military Career: What You Need to Know!

Will disclosing my disability or using accommodations affect my eligibility to join the Armed Forces?

Disclosing your disability or communicating with our office **will not** disqualify you from military service. All communications about disabilities or accommodations are confidential. However, the Department of Defense has a list of disqualifying conditions that you should be aware of and consider. If your condition is on this list, you can request a waiver.

Please note that using accommodations for a disability could affect your eligibility for military service. To learn more, please review the most recent [DOD INSTRUCTION 6130.03, VOLUME 1 MEDICAL STANDARDS FOR MILITARY SERVICE: APPOINTMENT, ENLISTMENT, OR INDUCTION](#). We also recommend consulting with an ROTC representative from your preferred military branch. Standards for service vary across branches.

Norwich ROTC contacts:

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| <p>Air Force Email: afrotc@norwich.edu</p> | <p>Army Mr. Thane Spears (802) 485-2479 tspears@norwich.edu</p> | <p>Navy/Marines Mr. Patrick Knapp (802) 485-2188 pknapp1@norwich.edu</p> |
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Can I use accommodations if I am in the Corps?

Yes, cadets can receive accommodations by following the processes outlined in this guide. While medication for medical conditions, including ADHD medication, is allowed in the Corps, its use can affect service eligibility. ART staff can assess your needs, taking these factors into account, to determine a suitable course of action at NU.

Please note that some accommodations, particularly those related to housing, may not be approved for cadets in a military garrison lifestyle.

Getting Started: Implementing Your Accommodations

When Can I Begin the Process for Accommodations?

After depositing, incoming students can contact the Center for Academic Success and Achievement (CASA) starting as early as April or May before their first year at Norwich University (NU). They should complete the intake form and review documentation guidelines to ensure the ART has all necessary documentation on file before the academic year begins. We are available by phone, in person, or virtually at any point in the process. Please contact us at casa@norwich.edu.

What Documentation is Required to Receive Accommodations?

Students must provide a supporting educational plan or a letter from a licensed or certified professional in a related field, such as a guidance counselor, primary care provider, psychologist, or diagnostician. These documents should be current and outline how accommodations can support a student's learning and academic success.

Documentation types are assessments, reports, or letters documenting previous school accommodations, such as accommodation agreements, 504 plans, IEPs, ARD, or standardized exam records.

The documentation should include the following details to help guide the ART staff's determination of a student's accommodation(s):

- Be typed on letterhead, dated, and signed by a qualified professional.
- Disability: State the disability or disabilities and ways in which the condition manifests itself and its severity.
- Functional Limitations: Explanation of current/future impacts of condition
- Treatment: Services, accommodations, treatment, medication, and/or assistive devices currently in use or prescribed for the condition.
- Recommendations or suggestions for accommodations that may help the student overcome barriers in academic and residential environments on campus.
- Be typed on letterhead, dated, and signed by a qualified professional.

If you have questions about your documentation, please send what you have, and ART staff will advise you accordingly: casa@norwich.edu.

When Can I Schedule an Intake Session?

Intake sessions are available year-round. ART staff are available during summer months for first year and transfer students and dedicate the first two weeks of the fall semester to meet with them. However, intake can occur at any point in a student's college career. Returning students seeking immediate assistance should contact CASA to schedule an appointment promptly.

What to Expect When Requesting an Appointment?

CASA aims to contact students within two business days to request their availability and assist in scheduling an appointment with an ART staff member. Additionally, first-year and transfer students, returning veterans, and adult learners will be asked to share any documentation prior to the session, if applicable or obtainable.

What is the overall process during the intake session?

Step 1: Identifying student support services.

- a) The student's documentation is reviewed by an ART staff member prior to the meeting; if additional information is needed, they will reach out before the initial intake meeting.
- b) During the session, we listen to the student describe how their disability/medical condition impacts them, review past accommodations and support strategies, and address intentions regarding a military career and how accommodations may affect eligibility.
- c) If the student requests accommodations during the intake session, the ART staff member completes an Accommodation Checklist (AC), identifying the academic accommodations and support services to be implemented throughout their college career at Norwich University.

Participation in this process will not impact eligibility for military service unless the student formally agrees to receive and release accommodations.

Step 2: Implementing an Accommodation Letter (AL)

- a) Using the AC form to review eligible accommodations, an Accommodations Letter (AL) is drafted for review and signature.
- b) ART staff outline students' rights, responsibilities, and available support services (e.g., success coaching, tutoring, writing center, counseling, etc.).
- c) Upon the student's decision to implement the accommodations, all parties sign the AL, which is kept in their CASA file for future reference.

Step 3: Notifying professors, support staff, and external contacts of your accommodations.

- a) At the start of each semester, students must complete an online "Accommodations Release Form" on our website. Following Privacy Act regulations, students specify which professors, support staff, and parent/advocate/partner should be notified of their accommodations.

Step # 3 is required for identifying classes where accommodations will be used, even if the professor received the AL in a prior semester. Upon submission of the "Accommodations Release Form," the AL is emailed to those identified, notifying them of the student's eligibility unless requested otherwise. While students can release their AL later in the semester, accommodations are not retroactive, so it's advisable to do this at the start of the semester.

- b) Students have two options to select from when releasing and notifying those identified to receive their AL:
- **Option 1:** CASA sends the signed AL in PDF format via email directly to the student with all parties they identified in the release form on blind copy.
 - **Option 2:** Student specifies the number of paper copies required; CASA prints them for the student to distribute to everyone identified on their release form.

Do I Need to Meet with ART Staff Every Semester to Release My AL?

Students with an Accommodation Letter (AL) can complete the AL Release Form online each semester without meeting an ART staff member. Access the form on CASA's internal website [\[link\]](#). To sign in, students are required to use their NU email.

To comply with Privacy Act regulations, this release form must be completed each semester, specifying which professors, support staff, and external contacts should be notified of accommodations. We recommend completing this process a few weeks before the start of each semester (see above section for more detail).

NOTE: At the beginning and end of each semester, faculty and staff experience a higher workload, including email correspondence. Understanding professors' schedules, as outlined in their syllabi, ensures effective communication and availability during office hours.

Do I Have to Disclose My Disability?

- Generally, *disclosure of disabilities is voluntary*; however, there may be certain situations where disclosing this information is helpful.
- Disclosure of disability to ART staff is necessary if you want to use accommodations.
- ART does not release diagnoses, prior educational materials, or medical documentation to professors. Per HIPAA, students are **not required** to share this information with professors.
- The Corps will ask students for medical information to ensure they meet the technical standards for participating in the Corps of Cadets.
- When undergoing the medical review process to determine eligibility for military service, students are asked to complete forms that require disclosure of any medical or disabling conditions.

What Support Options Are Available if I Choose Not to Disclose My Disability or Utilize Accommodations?

CASA support services are available at no cost to all students without providing documentation of a disability. These services include study skills and workshops, success coaching, and tutoring. You are responsible for requesting these services and making your own appointments whether you have formal accommodations or not. Additional support services beyond CASA include the [Center for Writing](#) and the [Counseling and Wellness Center](#).

What if a Professor Doesn't Provide the Accommodation Requested in My AL?

If you feel, at any time, that the accommodations outlined in your Accommodation Letter are not being honored, you should inform the ART as soon as possible. ART staff will work with you and the professor to determine the reason and work toward establishing an accommodation plan that meets both your needs while maintaining the course's integrity.

What if My Accommodations Aren't Helping or Need to be Changed?

Accommodation Letters (ALs) may be updated at any time. To adjust accommodations, students are required to meet with ART staff to discuss possible changes and review learning strategies and transferrable skills. Students also have access to success coaching and tutoring services for further support.

Accessibility and Accommodations Across Campus

Dietary Accommodations: Living at a residential college involves dining together and fostering a sense of community. All on-campus students must purchase a Meal Plan. If you have documented health conditions requiring dietary accommodation, please contact CASA to complete the Dietary Accommodation form. For dietary concerns, contact NU's registered dietitian at megan.dennis@sodexo.com.

Emotional Support Animal (ESA): ART staff will assess individual requests for emotional support animals (ESAs) on a case-by-case basis and in accordance with applicable laws and regulations. Please request the ESA document for details on the request process.

Housing Accommodations: Documentation must be submitted by June 15th to guarantee placement for eligible students. While applications after this date may be accepted, availability isn't guaranteed. Such students may initially be placed in a standard room until appropriate accommodation becomes available.

Medical Response Plans: Students needing a medical response plan should collaborate directly with NU Health Center (healthservices@norwich.edu). NU Health Center then shares the approved plan with CASA. ART staff will contact the student to schedule an appointment and discuss available services if an academic accommodation is requested as part of that plan. *Note: To protect students' HIPAA rights, please do not share medical documentation with CASA.*

Nursing Accommodations: Nursing students are eligible to receive academic accommodations, excluding memory prompts or study guides. CASA ensures accommodations comply with NCLEX guidelines, including extended testing time and proctoring. Consultation with Nursing Department Chair may be required for compliance.

Placement Exam Accommodations: Students receiving accommodations, including time extensions, can request them for math (e.g., ALEKS), language, and nursing placement exams. The required documentation must be submitted at least one week before the scheduled test. Incoming students should complete placement exams as soon as possible after making a deposit. This facilitates registration and enrollment in your courses prior to arrival on campus.

Provisional Accommodations: Students receive approval for one semester if documentation is unavailable. For continued access to accommodations in subsequent semesters, students must provide medical or educational documentation.

Service Animals: Norwich University complies with Section 504 of the Rehabilitation Act of 1973 and the ADA Amendments Act. Individuals with disabilities shall be accompanied by their service animal in all areas of NU where members of the public, participants in services, programs or activities, or invitees can go. Students must inform CASA of their registered service animal, which is then communicated to campus partners.

Temporary Accommodations: Available for students with temporary medical conditions like concussions and short-term injuries. Students must notify NU Health Center (healthservices@norwich.edu) and the Dean of Students (deanofstudents@norwich.edu) to develop a plan and identify the duration. Details are then shared with CASA and ART staff will provide information about relevant academic accommodations. *Note: To protect students' HIPAA rights, please do not share medical documentation with CASA.*

Local Support and Resources

[Services for Deaf, Hard-of-Hearing, DeafBlind HireAbility Vermont](#)
[WhiteCoat Captioning Services](#)

Vermont Department of Disabilities, Aging, and Independent Living
[Contact information for any individual with a disability](#)
[Organizational Chart, Associations and Partners](#)