



# WESTERN CONNECTICUT STATE UNIVERSITY

## AccessAbility Services Equipment Loan Request Guideline and Procedure

### *General Guideline:*

AccessAbility Services (AAS) provides some assistive technology such as Frequency Modulated Systems (FM Systems), Portable Word Processors, and Smartpens to students with disabilities. Students may request permission to borrow equipment on a semester-by-semester basis. To receive approval to borrow equipment, the student must have a documented disability on file with AAS and the documentation must support the fact that the equipment is required for the student to meet the needs of the academic program. In order to determine reasonable accommodations, AccessAbility Services (AAS) engages in an interactive process with each student and reviews requests for accommodations on an individualized, case-by-case basis. Determination of reasonable accommodations depends upon the nature and degree of the student's documented disability. The Americans with Disabilities Act of 1990 requires that consideration must be given to the specific accommodation requested by the student, but that alternative reasonable accommodations may be provided.

If the accommodation is approved, students may utilize the equipment in the classroom, lectures, meetings with professors, fieldwork, and other activities related to the academic program. If needed, AAS will provide access to appropriate training on the proper use of the equipment.

Equipment must be returned in good working condition by the end of the semester. Students will be responsible for the cost of repairs caused by negligence for lost, stolen, or broken equipment. If equipment is not returned at the end of the semester, a hold will be placed on the student's account until the equipment is returned or until the cost of the equipment is paid.

### *Procedure:*

- ❖ New students must complete an **Accommodation Intake Form** and submit disability documentation indicating their need for assistive technology equipment. The request must include a statement from an appropriately qualified and credentialed health care provider stating the specific identified task that requires the need for the equipment. The health care provider cannot be related to the student. Documentation must be presented on official letterhead and signed by the health care provider.
- ❖ Once appropriate information is received, AAS will review the request and the student will be contacted through WCSU email with appropriate next steps.
- ❖ If approved for the use of equipment, the student will meet with a staff member from AAS to review proper use of the equipment, terms of the loan, and to complete an **Equipment Loan Agreement**.

Any questions regarding the equipment loan request guideline and procedure should be directed to Elisabeth Morel, Director, at 203-837-8225 (voice), 203-837-3235 (TTY), or via e-mail at [morele@wcsu.edu](mailto:morele@wcsu.edu).