THE OFFICE OF

Accessible Education and Counseling Services
Mission Statement

The Office of Accessible Education and Counseling Services at Brandman University is committed to ensuring equal educational access and opportunity for all members of our academic community. The office strives to maximize each student’s educational potential by helping to develop self-advocacy, independence, and to promote personal growth. Students will be provided timely, efficient, and equitable accommodations and services that are in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA)/Americans with Disabilities Act Amendments Act of 2008 (ADAA). The office works individually with each student to develop the most effective and comprehensive accommodation plan possible. In addition to providing direct service and support to our students, the office also acts as a liaison between students, administrators, faculty, and other staff members to ensure the facilitation of accommodation plans that are reasonable and appropriate.

Registering for Accessible Education Services

1. If you are a Brandman University student with a documented disability, inquire about services with your academic advisor.

2. Your advisor will direct you to www.brandman.edu/accessibleeducation so you can review the Documentation Guidelines.

3. You may then decide whether or not to submit documentation to the Office of Accessible Education and Counseling Services in order to determine if you meet the criteria.
Students desiring academic support services for disabilities are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Documentation submitted to the office may consist of the following:

- A complete educational, psychological, developmental, and/or medical report indicating disabilities
- Documentation from Veterans Affairs
- A description of the specific accommodations requested

All documents will be kept confidential in the Office of Accessible Education and Counseling Services in compliance with the Family Educational Rights and Privacy Act (FERPA), and the professional and ethical standards of the Association on Higher Education and Disability (AHEAD).

**ACCOMMODATION AND SERVICE EXAMPLES**

- Assistive technology
- Recording of lectures
- Closed and real-time captioning
- Extended time on exams
- Interpreter services
- Liaison with faculty and staff
- Note-taking assistance
- Textbooks and course materials in an alternate format

**DOCUMENTATION GUIDELINES AND SPECIFICATIONS**

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**Submit the Student Data Sheet along with current professional documentation of the disability from a psychologist, physician, or other appropriate professional.**

**The Office of Accessible Education and Counseling Services will review the submitted documentation and contact you.**

**Once accepted and registered our office will explain your accommodations and how to best utilize them.**
Thank You,

We want to thank our veterans and active duty members for their service to our country. Our office welcomes those of you who may need accessible education services and support. We understand some individuals may be experiencing unique challenges and disability-related concerns that may impact their educational endeavors and overall goals. If you are a veteran who has a VA disability rating, you may qualify for our services.

Our university has a very positive and productive long-standing relationship with our veterans. We enthusiastically welcome our service members to our university activities, academic courses and excellent undergraduate and graduate degree programs. It is an honor and a privilege to support and guide our veteran students through a successful university experience resulting in the fulfillment of lifelong dreams and rewarding achievements.

The Office of Accessible Education and Counseling Services
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