

Educational Support Plan (ESP)

G:\Academic Success Center\Falcon File Disability Sevices\Forms\Office Coordinator forms\ESP MasterCopies\ESP 7-31-09.doc

Student's name XXXXXXXXXXXXXXXXXXXX UWRF id. # XXXXXXXX DS # XXX

Date this plan was initially written: XXXXXXXXXXXXXXXX

Plan for Academic Adjustments

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| 1. <u>XXXXXXXX</u> | <h1>EXAMPLE</h1> <p>The various academic adjustments a student will be allowed are written on these lines.</p> | |
| 2. <u>XXXXXXXX</u> | | |
| 3. <u>XXXXXXXX</u> | | |
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| This plan will expire on at the end of each academic term. To reactivate the plan after each expiration <u>XXXXXX</u> should have an ESP "review appointment" with the Coordinator of Disability Services. | | |

The Disability Services' web site explains a process for reporting problems with an adjustment, or appealing an unwanted decision, or filing a disability related complaint. To have effective adjustments I should: **1.)** make sure Disability Services has current information about how I can be contacted; **2.)** know and follow the formal procedures for requesting and receiving the adjustments; **3.)** adequately communicate with professors and staff of Disability Services about important matters regarding the adjustments and my courses; **4.)** obtain updated Adjustment Notification Memos from the Coordinator each semester, and in a timely way give them to professors who teach the courses for which I want the adjustments; **5.)** periodically schedule ESP review appointments with the Coordinator of Disability Services. My adjustments can be arranged by students who are trained to work for Disability Services; these supervised students may need to know certain things about my adjustments and the courses I'm taking, and can discuss those matters with my professors if necessary. For appropriate reasons this ESP may be revised. I should submit new documentation if my disability situation changes, and/or notify the Coordinator if need arises for adjustments that aren't listed above. My need to have the adjustments may be questioned if I rarely use them. The availability of my adjustments may be suspended if I don't respond to necessary efforts to contact me about them. This ESP is not intended to indicate I actually have a legal right to the adjustments, or that agencies not affiliated with UWRF will allow me the same adjustments. For an appearance that a significant problem or hazardous situation might involve me helpful information can be released from my Disability Services file to appropriate people who are reasonably attempting to promote better circumstances. I've had adequate opportunities to ask questions about all the above matters, have received sufficient answers, and was able to include whomever I wanted for support in that process. My signature (below) indicates I understand and accept all the above conditions.

Student's signature XXXX no need to sign this proposal XXXX Date _____

Office Coordinator _____ Date _____

Supplement to all Educational Support Plans

Commitment To Equal Access and Opportunity

At the University of Wisconsin-River Falls (UWRF) no student may be denied admission to, participation in or the benefits of, or discriminated against in any service, program, course or facility of the [UW] system or its institutions or centers because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status.

Students Who Interact With Disability Services Should Expect

1. Conditions of confidentiality, privacy, to be treated with respect.
2. Opportunities for timely and goal oriented interaction with the office staff.
3. The ability to review and receive copies of any records the office staff create about the student.
4. The option to include other important people when interacting with the office.
5. Use of a formal UWRF process for solving an adjustment problem, appealing an adjustment decision, filing an adjustment grievance. They may also contact the Office of Civil Rights.

Responsibilities All College Student Must Fulfill In Order To Be Academically Successful

1. To form working relationships with professors, study diligently, and complete all course work in the time allowed.
2. If seeking a degree, to work with an appropriate academic advisor in the maintaining of a strategic plan for selecting courses.

Additional Responsibilities Of Students Who Receive Academic Adjustments

1. Obtain supportive services from appropriate clinical professionals in the community, if necessary, and provide the Coordinator of Disability Services with sufficient documentation when needed.
2. Obtain new Adjustment Notification Memos from the Coordinator at the start of each semester and give them to professors who are teaching the courses in which the student wants the option to have the academic adjustments that are listed on the memo.
3. Allow the office to keep a "confidential file" for holding documentation and other necessary paperwork related to the need and use of academic adjustments and their results.

I have had a chance to ask the office Coordinator questions about this information (above), to consult whom ever else I may want about it, have received sufficient answers, and feel I adequately understand it.

Student's signature XXXX no need to sign this proposal XXXX Date _____

Office Coordinator _____ Date _____