DRURY UNIVERSITY | DUAL CREDIT

Guidelines for High School Students Requesting Accommodations.

Drury University is committed to helping all dual credit students access appropriate academic accommodations. Students with disabilities may request accommodations which are determined individually through a process that differs from high school.

Step 1: Submit Necessary Documentation and Complete Application.

A. Submit necessary documentation of the current IEP, 504 Plan, or medical documentation to Beth Nation, Director of Dual Credit and Kris Luginbill, Drury's Director of Accessibility and Disability Services. Contact information: enation@drury.edu and disability@drury.edu
B. Complete the Application for Services or Request for Accommodations Form
C. The process will follow the remaining steps below.

Step 2: Meet with Drury's Accessibility and Disability Director.
After receiving the documentation, Kris will contact the student to schedule a virtual meeting. During this meeting, they will discuss the student's individual needs and determine appropriate accommodations for Drury courses.

Step 3: Receive the accommodation document.
Following the meeting and review process, Kris will prepare and send the student a document outlining the Drury University approved accommodations.

Step 4: Share accommodations with instructors.
The student is responsible for sharing the approved accommodation document with each Drury dual credit instructor. High school counselors and families may encourage and support students through this process, but students must take responsibility for communicating their accommodations.

Step 5: Understand when accommodations begin.
For Drury dual credit courses, accommodations begin when the student shares the approved accommodation document with each instructor. Accommodations are not retroactive; therefore, students should complete this process as early as possible.

Important Reminders for High School Counselors

- A student's IEP or 504 does not automatically transfer to the university. Drury determines appropriate accommodations based on the student's individual needs.
- Encourage students to begin the process early, ideally before their Drury course begins.
- Help students understand the importance of self-advocacy and communicating directly with their college instructors.
- Protect student privacy and obtain the appropriate permission before sharing disability-related documentation.
- If a student's IEP or 504 is updated each academic year, it is the student's responsibility to share the updated document with Kris before the semester begins to ensure accommodations are up to date.

Our shared goal is to help students understand the process, access appropriate accommodations, and develop self-advocacy skills that will support their success in college.

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