

# Disability Resource Center VISA

(Verified Instructional Services and Accommodations)

Student \_\_\_\_\_

Cal Poly Email \_\_\_\_\_

Access Specialist \_\_\_\_\_

Original VISA Date: \_\_\_\_\_  
 Expiration: \_\_\_\_\_  
 Revised On: \_\_\_\_\_

Recommended services are effective through the above expiration date unless otherwise indicated by a duration date.

**Questions? Please contact:  
 DRC Main – (805) 756-1395**

The following accommodations are recommended for this student by the Cal Poly Disability Resource Center. Recommendations are based upon documentation of disability and an evaluation of the student's needs. Revisions may occur pending additional information, changes in disability status, or periodic review. You may contact the student's Access Specialist with questions or concerns regarding the provision of accommodations and services or visit the DRC website at [www.drc.calpoly.edu](http://www.drc.calpoly.edu). **Please note that disability information is confidential.**

## Services and Accommodations

Authorization

Service

\_\_\_\_\_ **Alternative Testing:**  
 \_\_\_\_\_ Extended Time:  
 \_\_\_\_\_ Time and a Half  
 \_\_\_\_\_ Double Time  
 \_\_\_\_\_ Distraction-Reduced Setting:  
 \_\_\_\_\_ Tests Alone  
 \_\_\_\_\_ Tests in Small Groups  
 \_\_\_\_\_ Computer:  
 \_\_\_\_\_ Standard  
 \_\_\_\_\_ Adaptive  
 \_\_\_\_\_ Spell Checker  
 \_\_\_\_\_ Other Formats  
 \_\_\_\_\_ Enlarged Text  
 \_\_\_\_\_ Braille  
 \_\_\_\_\_ Audio Version / Reader  
 \_\_\_\_\_ Scribe  
 \_\_\_\_\_ Other Testing: \_\_\_\_\_

Authorization

**Note Taking**

**Document Conversion:**

\_\_\_\_\_ Text to Voice  
 \_\_\_\_\_ Braille  
 \_\_\_\_\_ Enlarged Print  
 \_\_\_\_\_ Lab Assistant (Reader)

**Hearing Lectures/Discussions:**

\_\_\_\_\_ Assistive Listening Device  
 \_\_\_\_\_ Sign Language/Oral Interpreter  
 \_\_\_\_\_ Computer Aided Transcribing

**Additional Services**

\_\_\_\_\_ Other: \_\_\_\_\_  
 \_\_\_\_\_ Other: \_\_\_\_\_

*I understand that provision of these services may involve DRC staff disclosing disability record information provided by me with appropriate university personnel participating in the accommodation process.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

White Copy: Student

Yellow Copy: Student File

The **VISA** (Verified Instructional Services and Accommodations) is a written record of the instructional accommodations recommended by Disability Resource Center (DRC) staff for the student whose name appears on the front of this document. Accommodations are a collaborative process designed to provide the student with an equal opportunity to participate in all educational activities. Following are the roles of the student, faculty and the DRC in the development and implementation of the **VISA**:

### **Student's Role:**

Student requests accommodations and provides the DRC with sufficient disability-related documentation from an appropriate professional. Students are expected to request accommodations from DRC staff and faculty in a timely manner. Students are expected to discuss their needs with their instructors as early in the quarter as possible and to request accommodations appropriate for their circumstances.

### **Disability Resource Center's Role:** (<http://www.drc.calpoly.edu/>)

The DRC reviews disability documentation, verifies that the documentation satisfies disability verification guidelines and recommends appropriate services and accommodations addressing the functional limitations created by the disability. The DRC provides the student with a summary of, and training on, the recommended instructional accommodations. As part of the accommodation process, DRC staff may also confer with departments or individual faculty members to better understand the nature of the course or program. The DRC collaborates with the student and faculty in arranging recommended accommodations. Eligible students receive a **VISA** and training on the recommended services.

### **Faculty's Role:**

As needed, the faculty member meets with the student to discuss accommodation recommendations and make suitable arrangements for those accommodations as appropriate. If faculty have questions regarding the provision or appropriateness of the recommended accommodations, they are encouraged to contact the DRC Access Specialist noted on the **VISA**, or the department at 756-1395. For more information on students with disabilities faculty are directed to:

<http://www.washington.edu/doi/Faculty/>.

*The Disability Resource Center's mission is to assist in creating an accessible university community where students with disabilities have an equal opportunity to fully participate in all aspects of the educational environment. We cooperate through partnerships with students, faculty, and staff to cultivate student learning and success.*

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