Updated Terminology

What is the Student Application?

The Student Application is the first form that students will generally use to interact with DS. Students will be given the opportunity to provide basic demographic and disability-related information. Students will also upload documentation through the Student Application phase.

What is the Eligibility Letter?

The Eligibility Letter is sent to the student once they have completed their DS registration. Students cannot generate their own Eligibility Letter. This letter outlines all approved eligibility. Students may save this letter for their records, but it is not meant for faculty.

Eligibility - Approved Accommodation(s)

What are Accommodation Requests?

Accommodation Requests refer to the desired service(s) a student would like to use from their approved eligibilities. Through the online database, students can request accommodations per class and term. This action generates the Faculty Notification Letter (FNL) regardless of whether the letter will be printed or emailed.

What are Faculty Notification Letters (FNL)?

Faculty Notification Letters are formal letters from DS to faculty that outline the student's approved and requested services. Students are allowed to email and/or print FNLs. Faculty Notification Letters will only include class-related eligibility with descriptions.

Note: Please contact the DS Main Office if you have any questions pertaining to Student Applications, Eligibility Letters, Accommodation Requests, or Faculty Notification Letters.

225-578-5919 | disability@lsu.edu

Louisiana State University
124 Johnston Hall
Baton Rouge, LA 70803

O 225-578-5919
F 225-578-4560
lsu.edu/disability

What is Alternative Testing?

Alternative Testing encompasses accommodations concerning exams or tests. These services are to level the playing field for students, so they have equal opportunities to pass their exams and tests. Examples of these services include but are not limited to extended time, distraction-reduced environment, and screen reader technology. There are strict policies to be followed when coordinating services with students and instructors, i.e. students submitting exam requests and faculty completing testing agreements. The database has been designed to track necessary information associated with Alternative Testing.

Exam Request - A specific request for an exam that includes the day, start time, and specific eligibilities like extended time or distraction-reduced environment. The student typically submits this request.

Testing Agreement - A form that identifies the parameters for which exams should be administered, like materials the class can use during the exam, delivery of completed exams, etc.

Faculty should complete the Testing Agreement as early as possible to prevent delays in testing arrangements. Faculty may also complete a single Testing Agreement that can apply to any number of students or all simultaneously.

What are Alternative Formats?

Alternative Formats encompass accommodations concerning course materials. The idea of these services is to provide equal access to course materials to students for whom print-based materials are inaccessible. Examples of Alternative Formats include but are not limited to E-Text, Braille, etc.

Note: Please contact the DS Testing Center if you have any questions pertaining to Alternative Testing or Alternative Formats.

225-578-2613 | odstests@lsu.edu

What are Notetaking Services?

Notetaking Services is an accommodation that provides an in-class notetaker to a student approved for Notetaking Services. Notetakers should upload all notes through the online portal.

Note: Please contact odsnotes@lsu.edu if you have any questions pertaining to Notetaking Services.

What are Communication Access Services?

Communication Access Services concern accommodations such as ASL interpreters, captioning of multimedia, or transcribers. These services level the playing field for students with hearing impairments so they have equal opportunities to succeed in their studies.

Note: Please contact cfservices@lsu.edu if you have any questions pertaining to Communication Access Services.

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