

Wake Forest University is an equal access institution which admits qualified applicants without regard to disability. When a student with a disability is admitted, the University seeks to accommodate those needs that are determined to be reasonable and that do not compromise the integrity of the curriculum.

Disability Officers

For medical or mobility issues - Bowman Gray Campus

Dr. Scott Spillmann
Office: Employee Health, Ground Floor Meads Hall
Phone: 716-4801

For medical or mobility issues – Reynolda Campus

Dr. Cecil Price
Office: Student Health Center
Phone: 758-5218

For learning issues - Bowman Gray Campus and Reynolda Campus

Dr. Van Westervelt
Office: Learning Assistance Center, Room 117 Reynolda Hall
Phone: 758-5929

Making the disability known

The student is responsible for notifying the appropriate Graduate School office of any disabilities prior to/or during orientation for which an accommodation is needed.

If a student develops a disability after matriculation for which he/she needs an accommodation, then it will be the responsibility of the graduate student to inform the Graduate School of this fact.

In all cases, a disability notification is used to arrange future accommodations but cannot be used as a basis for retroactively changing academic evaluations or grades. Furthermore, accommodations are made not to waive requirements but to give the student equal opportunity to meet those requirements.

The information given to the disability officer will be treated confidentially and will be shared with university administrators and faculty members only to the extent necessary to reach decisions and take actions on requests for accommodations.

Procedure for handling requests for accommodations

Accommodations for disabilities should be based on recommendations from the appropriate campus disability officer, not program directors or individual faculty.

A student with a disability for which he/she wishes an accommodation should make an appointment with the appropriate campus disability officer as soon as possible. It is assumed that this appointment will be made before the semester begins if at all possible. At least ten working days before this first meeting, the student should send documentation of the disability and a set of specific accommodations requested for the disability. The documentation should follow the guidelines found at the website www.wfu.edu/campuslife/lac.

Wake Forest University reserves the right to determine the appropriateness of submitted documentation and requests for accommodation on a case by case basis, using the professional judgment of the disability officer. Additional information may be requested to verify the disability and to make a decision on accommodations.

If the disability officer determines that accommodations are appropriate, a letter describing these accommodations will be written. A new letter will be required for each academic year. The student has the responsibility of showing this letter each semester of the academic year to any supervising persons in order to receive the accommodation. The student should be careful to do this over various courses, lab assignments, etc.

A supervisor who is shown this letter should discuss the accommodation with the student and make appropriate arrangements. If there are any questions, the supervising person should discuss the accommodation with the appropriate contact person.

Identifying a disability while enrolled

A student who thinks that he/she might have a disability should contact the appropriate campus disability officer. The student may be asked to undergo a formal evaluation for that disability to determine the need for reasonable accommodations. This evaluation is paid for by the student.

For a possible Learning Disability or Attention Deficit Hyperactivity Disorder (ADHD), students on both campuses can receive a screening evaluation at no direct cost to the student. Temporary accommodations may be recommended while this screening process is being made. If this screening evaluation determines that a student may have a disability, then the student will be referred to a provider for a formal evaluation. This formal evaluation will be paid for by the student.