



About

The SARC office coordinates **services and accommodations** for students with **disabilities**.

Our most common activities include: **reviewing** disability documentation, **meeting** with students to determine appropriate accommodations, and **partnering** with others to implement them.

Mission

The SARC coordinates **reasonable** accommodations and support services for students with disabilities while promoting **equitable access**, fostering **student self-advocacy**, and partnering with others to create an **accessible and inclusive** learning environment.

Contact

Downing Student Union,
First Floor, **1074**

Monday through Friday
from **8:00 am to 4:30 pm**

Phone: **270-745-5004**

Fax: 270-745-6289

Main Email:
sarc.connect@wku.edu

Website:
<https://www.wku.edu/sarc/>

The SARC strives to help students assume responsibility for their own educational experience. We assist students along the way by providing **access and opportunity** in order for them to reach their full potential.



Additional Information

Things we DO at SARC

- Support students who disclose their documented disability to the University by **registering** with the SARC.
 - Students can register on our website or in-person.
 - **Documentation:** SARC will need documentation within the last 3-5 years from a licensed professional familiar with your condition notating the *diagnosis, functional limitations, and accommodation recommendations*. Documentation can be a letter written by your provider or the SARC Verification Form. A **504/IEP plan** may be useful; however, we may request additional documentation to help determine appropriate accommodations/services.
 - **Timeline:** After initial submissions, additional documentation or a meeting request may be initiated by our staff to ensure proper understanding of needs. Due to the individual nature of accommodations requests, as well as heightened request periods, processing time can vary. SARC processing often mirrors campus and classroom periods like housing deadlines, midterms, or the start and end of semesters. We advise students to start the registration process as soon as possible. Students are welcome to make inquiries as to their case status.
- Approve classroom accommodations and collaborate with HRL to ensure reasonable housing accommodations.
- Teach and encourage self-advocacy & communication skills.
- Provide **referrals** to campus and community resources.
- **Collaborate** with the TRIO SSS-D (Student Support Services – Disabilities) program (located in our SARC office), KAP (Kelly Autism Program), Housing & Residence Life (HRL), the WKU Counseling Center, and various external agencies.
- Provide (limited) proctored accommodated **test-taking** space for students registered with SARC. **Please note that students registered with SARC are not required to take tests in our office when faculty and/or departments are able to provide accommodations in the classroom/facility.*
- Provide **assistive technology** support for students.
- Provide **live service** for students who are deaf/hard of hearing (DHH) or blind/low-vision.
- Offer **note-taking** supports.
- Collaborate with CITL and encourage faculty to utilize their resources for ADA-compliant web design.
- Offer **guidance and support to faculty** to administer student accommodations.



Things we DO NOT do at SARC

- **Test students for possible disabilities.** *Referrals are made to the WKU Psychology Clinic (Gary Ransdell Hall, Room 3012; (270) 745-2695) or off-campus resources.
- **Provide therapy** or mental health counseling. We collaborate with and refer students to the WKU Counseling Center, the Talley Family Counseling Clinic, or other off-campus agencies.
- **Register students for classes** or provide course advising.
- Approve, coordinate, or assign specific **residence hall assignments**; rather, we submit accommodation recommendations to Housing & Residence Life.
- Provide **work-related accommodations** for faculty/staff. *WKU EEO; <https://www.wku.edu/eeo/>
- **Provide disability parking permits.** *Please contact Parking & Transportation.
- **Provide transportation for injured students** (e.g., golf carts, scooters, wheelchairs, crutches, etc.).
- **Send faculty notification letters** (FNLs). This is the student's responsibility.
- **Proctor exams for non-SARC students.** Students can test at the Distance Learning Testing Center at South Campus; 2355 Nashville Rd.; (270) 745-5122.



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Accommodations