MAINE MARITIME ACADEMY

Requesting and Using Accommodations for Disability in College

Accessibility Services Office
Center for Student Success/
Buoy House at 54 Pleasant Street

accessibility@mma.edu
207 326-2489
http://accessibility.mma.edu

# FIVE STEPS FOR REQUESTING ACCOMMODATIONS

**Follow these steps to ensure you get the needed accommodations that lessen or remove barriers to your college success.**

## One Make a request.

Either by **mail**, to this address: Accessibility Services, Maine Maritime Academy, 1 Pleasant Street, Castine, ME 04420; by **email**, to accessibility@mma.edu; by **phone**: (207) 326-2489, or **in person**, at the Center for Student Success/Buoy House, 54 Pleasant Street.

## Two Gather documents.

**Support your request** with a high school 504 plan, an IEP/individualized education program, a neuropsychological evaluation, or a letter from a licensed medical professional. If none of these are available, consult with the Accessibility Services director (address above).

## Three Schedule an appointment or drop by.

**Meet with the MMA Accessibility Services Coordinator** to discuss your needs. Consider scheduling a meeting in late spring or summer if you will enroll for the first time in the fall; one less thing to do once the semester starts! Initial meetings typically last about an hour.

## Four Consider your needs.

**In preparation**, think about the accommodations and academic supports you may have used previously, in high school or at another college. What was effective? What wasn't? If you have a physical disability or medical condition, what ongoing challenge does it present?

**At the meeting**, you will be asked about any challenges you may experience with reading, writing, math, short- and long-term memory, motor skills, listening, oral presentation, keyboarding, handwriting, note taking, test taking, and organization. If something else is on your mind, be sure to mention it!

## Five Return for help.

It's quite possible you will leave the initial meeting with an accommodation letter, or will have one soon thereafter. But don't let that be an end. **Use your accommodations and return as needed for adjustments to the letter or help if needed**. The Center for Student Success/Buoy House is a gateway to the Academy's tutoring and mentoring programs, drop-in academic help, and more!

**QUESTIONS? Read the answers to FAQs on the reverse of this brochure, or contact Accessibility Services**

## What Are Accommodations?

Accommodations are reasonable modifications to Maine Maritime Academy policies or procedures, **designed to minimize or eliminate the barriers** caused by disabilities. Registering with Accessibility Services is the official channel for students to be approved for accommodations.

## What Is Reasonable?

Accommodations cannot compromise the **essential elements** of courses and programs, including their goals and standards. Although the initial accommodation meeting is between just the Accessibility Services director and the student, sometimes the faculty member, student, and Accessibility Services director must meet to determine and plan reasonable accommodations for a particular class.

## Can You Provide Examples?

Common accommodations include **extended time testing**, use of the Academy's **testing center**, **note taking assistance** (for example, recording and peer note takers), **assistive technology** (for example, screen-readers and dictation software), and **accessible course materials** (for example, digital textbooks and audio books). Accommodations are specific to individual needs and yours may be different. Accessibility Services will work with you to identify the most suitable accommodations for equal access to Academy programs.



## Can We Meet in Summer 2025?

Yes! We can meet in person, or by phone or by video conference, when you are ready. Request a meeting by writing, emailing, or calling the Accessibility Services office.

**If you are undecided** about accommodations, meeting before college starts can be useful. Especially if you will be a member of the Regiment, finding the time to meet during the fall semester may be difficult. You will have no obligation to use any accommodations resulting from the meeting, and faculty won't know you have accommodations unless you tell them.

## Will I have a 504 Plan or An IEP?

**In college, the accommodation process is very different than in high school**. An accommodation letter takes the place of a plan or program. You select the courses and activities you want accommodations for, and you notify instructors that you have accommodations – but no one monitors this. **You will have much more independence, but you will also have much more responsibility**!

## Who Sees My Records?

Only the Accessibility Services director. No other personnel do, and faculty cannot ask about your disability. **Your file will be stored securely and confidentially**, for up to five years following graduation from the Academy.

## I Have Food Allergies. What then?

These can be accommodated informally, through Sodexo, the Academy's food service provider, or formally, through Accessibility Services. Visit accessibility.mma.edu (see the "Forms" menu) for more information.

## How about NROTC and SSOP?

Students in the Navy ROTC and Strategic Sealift Officers Program (SSOP) cannot use accommodations. The military services are exempt from the Americans with Disabilities Act (ADA) regulations.

## Does the Academy Have Tutors?

Free tutoring is available to all students, in most subjects. Visit tutoring.mma.edu, ask at Buoy House, or write tutoring@mma.edu for a tutor. Upon request, some tutoring can take place online. Help is also available if you have difficulty organizing, or meeting deadlines; ask Accessibility Services about peer coaches. They can help you learn these skills.

## Can MUGS Get More Study Time?

Maybe. Midshipmen Under Guidance ("MUGs") normally have highly structured study time during fall semester. If you are a MUG and find that you need additional or differently formatted study time due to a disability, contact the Accessibility Services director immediately.

**Accessibility Services:**
Sally Chadbourne, Coordinator
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