

## Services for Students with Disabilities

### Information for Advisors

---

Office of Services for Students with Disabilities  
250 South Main Street, Suite 300  
540-231-0858  
[ssd@vt.edu](mailto:ssd@vt.edu)

The [Services for Students with Disabilities \(SSD\)](#) office exists to assist the university with its mission of promoting students' academic success, personal growth, and development of life skills. The SSD office works to ensure that students with disabilities receive equal access to education and opportunities at Virginia Tech.

If a student you are advising discloses to you that he/she has a disability, ask the student if he/she has contacted the SSD office. It is the student's responsibility to provide documentation to the SSD office in order to obtain accommodations and services. Faculty are not required to provide accommodations unless the student provides an accommodation letter from the SSD office.

Although every disability is unique and requires specific accommodations and services, listed below are some general strategies for advising students with disabilities or for students you suspect may have an undiagnosed disability:

If a student you are advising discloses that he/she has a disability, you may want to ask the student to tell you how the disability affects him/her academically. This information will assist you in advising the student on the number of credit hours to take each semester, how to balance his/her schedule, and how to plan a schedule.

While you may not counsel a student with a disability out of a particular major, you can discuss the requirements of a major and how the disability may affect the student's success in the major.

If a student you are advising has disclosed a disability, you will want to ask the student if they have contacted the SSD office in order to discuss academic accommodations and other services.

If a student with a disability tries to give you the documentation for the disability, ask the student to take the documentation to the SSD office. Please do not keep a copy of the documentation.

If a student you are advising is having academic difficulties and he/she has not disclosed a disability, you may want to suggest they come to the SSD office for an intake to see if an undiagnosed disability may be present and professional testing may need to be recommended.

If a student requests a course substitution for foreign language or math, ask the student to come to the SSD office with the request. There is a process in place that the student will need to complete.