

The Ave Maria University Policy on Disability Access and Reasonable Accommodation-----

Ave Maria University strives to make reasonable adjustments in its policies, practices, services and facilities in accordance with state and federal laws, such as The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act, which protect qualified persons with a disability from discrimination on the basis of disability. The student requiring specific accommodation or auxiliary aids must make application for such assistance through the Adaptive Services Office (ASO) (239) 280-1654. Documentation of the disability will be required, as well as information regarding the specific limitations for which the accommodation is requested.

When there is compelling reason to indicate that a student has received disability accommodation in his/her previous education but the student does not have clinical documentation to substantiate the learning disorder or disability, this student will be given opportunity **for that term** to receive accommodations which are considered appropriate to the condition in order to allow time to collect the medical/clinical records necessary to continue receiving accommodations for subsequent semesters.

The University assumes no responsibility for personal assistance necessary for independent living or for specialized medical care. As a result of limited health facilities and health care professionals on campus, students requiring personal health assistance should be prepared to bear the expense of this care through a general hospital or private physician/clinic of their choice.

Academic requirements which have not been demonstrated as essential to the program of instruction being pursued, nor to any directly related licensing requirement, are subject to reasonable modification for qualified students, i.e., extension of time limits, adaptations in format or presentation, assistance with recording lecture material, priority seating, testing services, etc.

Auxiliary aids are permitted when required to ensure full participation and equal educational opportunity for a student with a disability, i.e., hearing devices and other electronic equipment for recording and transcribing lecture material.

Accommodations for students with disabilities minimize the impact of the disability on student performance and allow the student equal opportunity to demonstrate his/her knowledge. These accommodations are generally made on an individualized and flexible basis, with input from the student, instructor, and the Adaptive Services Office.

AMU Adaptive Services Office#160
First Floor of The Canizaro Library
Office Phone: (239) 280-1654
Office Fax: (239) 280-2495

**Ave Maria University
Adaptive Services Office
Division of Student Support**

Documentation of Your Disability

Documentation serves to establish that a student has or has been considered to have a disability, describes the functional impact of the disability, and identifies accommodations such as auxiliary aids and other appropriate support services. The appropriate documentation verifies your disability and qualifies you for services. Compensatory services to address your disability are determined by the specific nature and severity of your disability. Documentation should include:

1. The specific disability diagnosed.
2. The current impact of the disability as it relates to your accommodation request.
3. The types of accommodations which will assist you in ameliorating the impact of the disability.

Recommendations from professionals with a history of working with the student provide valuable information for the review process. When recommendations go beyond the services and benefits that can be provided by the University, they may be used to suggest potential referrals to area service providers outside the University. Recent learning assessments and educational accommodation records are beneficial to document the existence and exact nature of a disability or disorder and to support requests for testing services and classroom and assignment accommodations.

You may be able to obtain an assessment or disability evaluation by requesting such information from your physician, or other medical personnel, psychologist, audiologist, Vocational Rehabilitation Services, private practitioners or other agencies serving people with disabilities in your area. Professionals qualified to conduct a comprehensive learning assessment can be found in a student's local public school district, at universities with a doctoral program in Psychology, or in the private sector.

Substantiation of the Learning Disability

Documentation should validate the need for services based on the individual's current level of functioning in the educational setting and can be substantiated by reports such as an Individual Education-504 Plan (IEP) identifying accommodations provided in the educational setting and medical/clinical records verifying a specific learning disorder or disability. A comprehensive learning assessment battery will include a diagnostic interview, assessment of aptitude and academic achievement, and a diagnosis. Information about the license or certification of the professional conducting the assessment should be identified. If you have questions about the documentation process, please call the Adaptive Services Office at (239)280-1654, which is located in Office #160 on the first floor of the Canizaro Library.



**AVE MARIA UNIVERSITY
DEPARTMENT OF STUDENT SUPPORT
ADAPTIVE SERVICES OFFICE
FORMAL REQUEST FOR ACCOMMODATIONS**

I hereby designate the Adaptive Services Office to be the holder of record for documentation of my disability. I request that the indicated accommodations, provided they are deemed reasonable in the context of the academic and student service environment and appropriate to my disability under the Americans with Disabilities Act, are available to me by applicable entities at Ave Maria University. I realize that this application for accommodations as an individual with a disability will be part of my record in this office.

Date: _____ Date of Birth: _____ SS Number: _____

Name: _____

Permanent Address: _____

Campus Address: _____

Phone# (H): _____ (cell): _____ (other) _____

E-mail: _____ Intended Major: _____

Type of Disability:

Current Disability-related medications:

Accommodations and Services Preferred:

Documentation Required to Determine Appropriate Accommodations

I understand that before accommodations can be provided, I must furnish documentation of my disability. This documentation will be used as a matter of information concerning accommodations and services that are deemed appropriate and reasonable in the context of the academic and student service environment. Specific recommendations for accommodations and an explanation as to why each accommodation is recommended should be included.

Should Ave Maria University have reason to question the accuracy of any documents I furnish, I understand that the University has the right to require me to obtain a second opinion as additional verification by consulting a professional who is licensed/certified in a field applicable to my disability.

Release of General Information

I understand that it will be necessary for the Adaptive Services Office to share certain routine, general information regarding my disability with only those Ave Maria University personnel who have a legitimate need to know. This may be my academic dean, professors, academic advisor, housing assignment coordinator, tutoring coordinator, or others whose appropriate response to me may require general knowledge. I understand that my application for service authorizes the Adaptive Services Office (at its discretion) to provide such information, but that when provided, it will be marked as confidential and will be limited to the following:

- a) The generic term (or its equivalent) for my disability.
- b) General information about how the disability affects my academic or personal performance.
- c) Information about my learning modality and recommendations for specific accommodations.

Student's Responsibility

The student must accept full responsibility for meeting applicable University standards with regard to communication, academic performance and autonomy. It is the responsibility of the student to deliver the accommodation notices to professors and maintain open dialogue with professors regarding academic needs and accommodation requests. In addition to providing notice of a disability, providing documentation, and making specific requests, the student also has the responsibility to comply with institutional procedures regarding the receipt of accommodations. **Arrangements with professors for all exam and assignment accommodations must be made at least 1 week in advance of test dates and paper due dates. Students are expected to pick up test proctoring forms from ASO, obtain their professor's signatures on the completed forms, and deliver the signed forms to ASO 1 week prior to exam and quiz dates.** If the nature or severity of a disability changes, it is the student's responsibility to update documentation so that it accurately addresses current accommodation requirements.

I have reviewed the foregoing disability information sheet and formal request for accommodation and agree to all the terms and conditions stated herein.

Student's Signature

Date

(Updated December 2017)