

Office of Student Affairs

Special Accommodations Services for Students with Disabilities



Registration & Information Packet

Angela Jordan

Vice President of Student Affairs

401 South State Street, Suite 700

Chicago, Illinois 60605

(312)935-2002

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GUIDELINES FOR SPECIAL ACCOMMODATIONS

It is the goal of Robert Morris University to ensure that all University services, activities, facilities, and privileges are accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

Reasonable accommodations will be made on an individualized basis. It is the responsibility of persons with disabilities, however, to seek available services and make their needs known to the Director of Student Relations at Robert Morris University.

Students who believe they have a disability which might affect their academic performance at RMU and require accommodations or auxiliary aids and services, should visit the Office of Student Affairs to meet with the Vice President of Student Affairs to discuss possible accommodations.

1. Register with the Office of Student Affairs

Students should submit as much documentation concerning their disability as soon as possible to the Vice President of Student Affairs. Documentation is kept as a confidential file in the Office of Student Affairs. Information from the file is only released with the student's written consent in keeping with University policy. The documentation and any recommendations must be completed by a licensed psychologist or physician as appropriate. In the case of specific learning disabilities, specialists and educational therapists are also typically involved in the process of assessment. The documentation must be current (within the last three years) prior to the student's enrollment at RMU.

The following forms need to be completed and submitted in order for a student to be considered "registered" for accommodations:

- Self-Identification Form
- Release of Information
- Verification Form
- Psychological Evaluation (from a licensed physician) OR High School IEP

2. Documentation should include:

- A copy of the student's high school IEP, if applicable.

OR

- A standardized measure of general intelligence (i.e., WISC-III).
- Results of academic achievement tests (i.e., Woodstock – Johnson Psycho Educational Battery Revised; Tests of Achievement, etc.).
- Results of specialized testing in perceptual, processing, and motor skills, as appropriate.
- A case history, including input from parents, teachers, previous records, and/or the student.
- Diagnostic reports must include the names and titles of the evaluators as well as the date(s) of testing.
- A description of any recommended accommodation.

RMU may require some or all of the above at the student's expense. There must be sufficient, competent evidence of a specific learning disability. Individual "learning styles" and "learning differences" in and of themselves do not constitute a learning disability.

If necessary, a student can be referred to community agencies for comprehensive testing.

3. Documentation should be directed to:

Angela Jordan
Vice President of Student Affairs
401 S. State Street, 7th Floor Student Center
Chicago, IL 60605

4. Contacting the Student:

If the documentation provided demonstrates a qualified disability requiring accommodation, the Office of Student Affairs will contact the student to conduct an intake interview to determine appropriate accommodations to be made and/or auxiliary services/aids to be used.

5. Specific Accommodations/Services for students with disabilities may include:

- Information about special test administration and classroom adaptations
- Time extensions
- Information about access to adapted computer technology
- Referrals to our outside counseling agency, Center for Personal Development
- Advising and guidance on academic, social and personal needs

Once approved, all students will receive letters to instructors detailing all accommodations including specific classroom and testing accommodations. Letters are prepared by the Office of Student Affairs, given to the student, and delivered to the instructor by the student.

Auxiliary services can include, but are not limited to:

- Interpreter services (American Sign Language, Signed English, or Oral Interpreting)
- Note Taking Services
- Audio taped or Braille written materials

The Office of Student Affairs will give the student copies of the letters every quarter to submit to their instructors. Within five days of receipt of the letter, the faculty member will implement the accommodations. After a class begins, if the student finds that additional or different accommodations are needed, the student must contact the Vice President of Student Affairs as soon as possible to make appropriate changes.

Dispute Resolution:

If a student or faculty member disagrees with a proposed accommodation or feels that the accommodation is not being properly implemented, either party must:

- ✓ Submit the dispute in writing to the Vice President of Student Affairs. The Vice President of Student Affairs will consult with the Dean of Instruction, the faculty member(s) involved, and the student to come up with an amicable solution. The solution will be put in writing and sent to all parties involved.
- ✓ If this fails, the dissatisfied party can appeal any decision made by the first resolution by contacting the Vice President of Student Affairs in writing requesting an appeal. The Vice President of Student Affairs will refer the written appeal to the Academic Review Board to make any final ruling with the best interests of the student and University in mind.
- ✓ Accommodations will be provided during the dispute process.

SELF-IDENTIFICATION FORM

It is the goal of Robert Morris University to ensure that all University services, activities, facilities, and privileges are accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

Reasonable accommodations will be made on an individualized basis. It is the responsibility of persons with disabilities, however, to seek available services and make their needs known to the Vice President of Student Affairs at Robert Morris University.

If you are an individual with a disability who may require accommodations from Robert Morris University, please complete the form below and return it to the Office of Student Affairs. The information provided will only be used by the Vice President of Student Affairs to determine accommodation needs.

Please cut along this line and retain the top portion of this form for your reference.

SPECIAL ACCOMMODATIONS REGISTRATION

Student Name: _____

Address: _____

Telephone Number: _____ Date of Birth _____

Indicate your area of disability:

_____ ADD/ADHD _____ Hearing _____ Learning Disability

_____ Medical _____ Mobility _____ Psychological

_____ Visual _____ Other:

Enrollment Date at RMU: _____ Program: _____

Day/Evening Division: _____ Expected Graduation: _____

REQUESTED ACCOMMODATIONS

Please indicate the accommodations you are requesting. Keep in mind accommodations are approved based on documents from a licensed physician. Students should submit as much documentation concerning their disability as soon as possible to the Vice President of Student Affairs in the Office of Student Affairs.

- Extended time on tests and/or quizzes
- Testing in a quiet/non-distracting environment (not in class)
- Alternate testing needs
 - Oral exams
 - Written test (No scantron)
 - Other: _____
- Extended time on assignments
- The need to miss class periods due to medical appointments/issues
- Use of a note-taker
- Closed captioning for in-class videos, etc...
- Use of a tape recorder to tape record class lectures & discussions
- Enlarged print needed for syllabi and/or worksheets/assignments
- Special meeting with instructor for breakdown of syllabi and/or assignments
- Suggested tutoring for your class (in the Learning Commons, Room 601)
- Audio Books for course text (must be recommended by doctor or listed on IEP).
Students must show proof of purchase of books with receipt before audio books can be requested.
Please note not all books are available on audio.
- Other accommodations not listed above:

Note: Reasonable accommodations will be made on an individualized basis. It is the responsibility of the student to seek available services and make their needs known to the Vice President of Student Affairs at Robert Morris University.

AUTHORIZATION FOR RELEASE OF INFORMATION

I, (print student name) _____ Date of Birth _____

Address: _____

City, State, Zip Code: _____

do hereby authorize, (Name/contact information of the certified diagnostician or doctor)

Name of individual or institution: _____

Address: _____

City, State, Zip Code: _____

to release the following information to:

ROBERT MORRIS UNIVERSITY

Attention: Angela Jordan

Vice President of Student Affairs

401 S. State Street, 7th Floor Student Center

Chicago, IL 60605

Phone: (312) 935-2002 Fax: (312) 935-2013

The following information (please check all that apply):

___ Medical Reports ___ Medical History ___ Social History

___ Teacher Progress Reports ___ School Transcripts ___ I.E.P.'s/Transition Plan

___ Psychological Evaluation ___ Other: _____

I understand that I have the right to inspect and to copy any or all of the above information, which is to be used to determine appropriate educational and/or supportive services.

This authorization is limited to the information specified above. I understand that I have the right to revoke this authorization at any time by submitting a written request and that my refusal to consent to the release of these records will prevent disclosure to the individual or institution named above. I also understand that certain refusal for disclosure may result in lack of accommodations due to documentation needs.

Signature: _____ Date: _____

Parent/legal guardian signature (if under age 18): _____ Date: _____

VERIFICATION OF DISABILITY

(This form is to be filled out by a licensed professional or certified diagnostician)

Robert Morris University, through the Office of Student Affairs provides services to students with diagnosed disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. To determine eligibility for services, this office requires current and comprehensive documentation of the disability from the diagnosing psychiatrist, psychologist, social worker or other appropriate professional. The student named below is requesting services from our office at this time. In order to help us serve this student in the best possible manner, please complete the following form as soon as possible and return it to the address listed below. All accommodations will be pending until psychological evaluation and verification of disability form is completed.

Thank you.

Name of Student: _____

(Please feel free to attach additional page(s) to answer the following questions)

1. Diagnosis, date of diagnosis and last contact with student.
2. What are the dates of registration or treatment (including enrollment and termination dates)?
3. Describe symptoms, which meet the criteria for this diagnosis.
4. How may this disability affect the student academically or socially while at RMU?
5. List current medications and any adverse side effects.
6. What recommendations do you have regarding accommodations for this student?
(i.e. extended time for exams, testing in a quiet environment, alternative testing, etc.).

Signature

Date

Printed Name and Credentials/Title: _____

Address: _____

Phone: _____ Fax: _____

Please return form to:

ROBERT MORRIS UNIVERSITY

Angela Jordan, Vice President of Student Affairs

401 S. State Street, 7th Floor Student Center Chicago, IL 60605

Phone: (312) 935-2002 Fax: (312) 935-2013

STUDENT CHECKLIST

The following is a checklist of items that will apply to many incoming students:

- _____ Schedule a campus visit to discuss available access, opportunity and programs.

- _____ Complete and return admissions and/or financial aid forms to the Admissions Office, Suite 130.

- _____ Upon admittance return the self-disclosure form included in your orientation packet.

- _____ Schedule an appointment with a Vocational Rehabilitation (V. R.) counselor (if you need or have one).

- _____ Attend a new student orientation program.

- _____ Return the disability verification form and documentation of disability to the Office of Student Affairs located on the 7th floor Student Center.

- _____ Meet with the Vice President of Student Affairs located in the Office of Student Affairs to discuss the arrangement of special accommodations needed.

- _____ If you have a V. R. counselor keep him/her fully informed of dates, budgets, and other Robert Morris University requirements.

For more information, please feel free to contact:

Robert Morris University
Attention: Angela Jordan
Vice President of Student Affairs
401 S. State Street, 7th Floor Student Center
Chicago, IL 60605
(312) 935-2002
ajordan@robertmorris.edu