

ADA Accommodation Request Process

Requirements for Submitting an ADA Accommodation Request

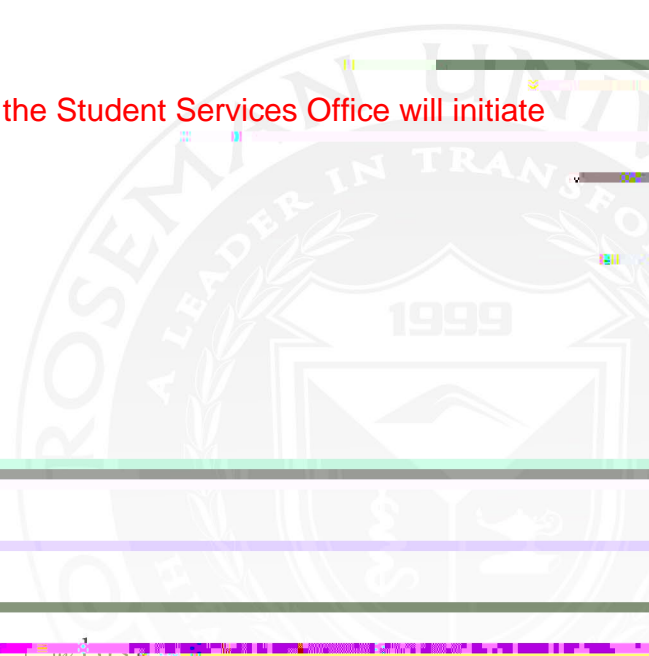
- € Documentation must include the date, name, title, and credentials of the licensed professional submitting the accommodation request
- € Documentation must be signed and submitted on the professional's official letterhead
- € The professional rendering the diagnosis must be qualified to do so
- € Documentation must include the licensed professional's statement of the student's diagnosis that requires an accommodation(s)
- € The documentation must include a statement of the licensed professional's recommended accommodation(s) for the diagnosis that requires the accommodation

A recommendation by an appropriate licensed professional for specific accommodations may include accommodations for the classroom setting, and if the program requirements include experiential education in a clinical setting, recommended accommodations for the clinical setting as well.

Students must submit ADA accommodation requests and accompanying documentation from a licensed professional either in person to Roseman Student Services staff or Dr. Michael DeYoung, Vice President for Student Affairs, or students can email Dr. DeYoung at mdeyoung@roseman.edu. Students whose accommodations are not approved by the Student Services Office may require students to submit updated information and/or documentation.

Interactive ADA Accommodation Process

Once appropriate documentation has been received, the Student Services Office will initiate and facilitate an interactive process



Example Guidelines for Documentation

The following examples are for Learning Disability, Psychological Disability, or ADD/ADHD
The following guidelines are provided in the interest of assuring that documentation will adequately verify eligibility and support requests for accommodations, academic

Psychological Disability Documentation

Documentation that may be helpful to substantiate a Psychological Disability includes the following:

Documentation may include a medical or clinical diagnosis of a psychological disability on the most recent DSM criteria and a rationale for the diagnosis.

- The evaluation must be performed by an appropriate professional: a psychiatrist, or a clinical psychologist. The evaluator's name, title and professional credentials and affiliation should be provided.
- Documentation may reflect the current (within the past year) array of symptoms/features and level of functioning; if the documentation does not, students may be required to submit up-dated information and/or documentation.
- Information regarding the severity of the disability and the specific academic functions affected by the disability and/or medication (e.g., ability to concentrate, ability to attend class regularly, ability to interact in small/large groups).
- Recommendations for academic accommodations based upon specifics/symptoms of the disability (as stated above).

ADD/ADHD Disability Documentation

Documentation that may be helpful to substantiate ADD/ADHD includes the following:

- May include a medical or clinical diagnosis based on the most recent DSM criteria
- The evaluation must be performed by an appropriate professional, a medical doctor or clinical psychologist, who is knowledgeable regarding ADD/ADHD.
- Quantitative and qualitative information that supports the diagnosis;
- Summary and interpretation of as