

## Disability Services (ADA Accommodations) Fact Sheet

*The Americans with Disabilities Act (ADA)* is understood and carried out in classes, programs, and services offered by Alvernia University. Anyone who has a disability under the ADA, and who has specific needs, will receive reasonable accommodations upon receipt of supporting documentation.

### Who is responsible for facilitating accommodations at Alvernia?

At the college level, responsibility for facilitating any accommodations rests with the student, who must provide the appropriate documentation outlining a diagnosis and request for accommodations. Your IEP from high school does not follow you.

### I think I might qualify for disability services, but I'm not sure. What do I do?

1. Be accepted to Alvernia University and commit to attend.
2. Submit the accommodation request form available from the Disability Services website
3. Submit appropriate documentation
  - E-Mail: [disability.services@alvernia.edu](mailto:disability.services@alvernia.edu)
  - Mail: Disability Services, 400 Saint Bernardine Street, Reading, PA 19607
  - Fax: 484-335-4486
  - Deliver directly to the office: 1121 Bernardine Hall
4. When notified of next step, call 610-568-1499 or e-mail [disability.services@alvernia.edu](mailto:disability.services@alvernia.edu) to schedule a meeting to discuss accommodations. If the documentation is incomplete, outdated, or further information is needed, you will receive notification of this and the appropriate steps to take to update the documentation.
5. Meet with the Disability Services Coordinator to discuss accommodations and create the Accommodation Plan. This meeting will also include policies and procedures for receiving academic accommodations

### Can I just forward my IEP or documentation from a previous school?

Records supporting the use of services in high schools or other institutions are helpful in assisting Alvernia staff, although reports such as IEPs, SOPs and letters from disability service providers at other colleges are not, in themselves, automatically considered sufficient to meet this documentation request. Alvernia's Disability Services professional staff reserves the right to request additional documentation necessary to help determine appropriate reasonable accommodations.

# Documentation Guidelines

Students wishing to receive accommodations must submit:

- Request for Accommodation Intake Form
- Official documentation meets the following criteria

## ***Learning Disability***

Be the most recent Neuropsychological or psycho-educational evaluation  
Addresses the following areas: aptitude, academic achievement, and information processing  
Diagnostic summary with rationale for specific accommodations

## ***Attention Deficit Disorder / Attention Deficit/Hyperactivity Disorder (ADD/ADHD)***

A current and comprehensive evaluation that evidences  
Early impairment  
Current impairment  
The evaluation must address the following areas  
Presenting problem  
Diagnostic interview  
Ruling out any alternative explanations  
The diagnosis must be supported using DSM-IV criteria  
Recommendations must be provided for  
Medical treatment  
Environmental management  
Reasonable accommodations  
Interpretative summary must  
Rule out other explanations for impairment  
Address whether treatment produces positive responses  
Indicate how the disability limits one or more major life activity

## ***Psychological or Psychiatric Disabilities***

Documentation must  
Be provided by a licensed professional  
Be the most recent documentation  
Provide a clear diagnosis and nature of the disability  
A rationale for the requested accommodations must be included.

## ***Medical, Mobility, and Sensory Impairments***

Documentation must  
Clearly state the extent to which the condition affects the individual's ability to function  
Include medical testing that verifies the nature and severity of the condition  
Include a rationale for requested accommodations

- Documentation must be prepared by a licensed professional who is not related to the student and must be typed on official letterhead, dated, signed, and otherwise legible.

Please be advised that it takes time to review documentation. It may take a week or more between the submission of documents and the start of accommodations. Accommodations are never retroactive. Please plan accordingly.