



Everglades University

Disability Support Services Manual

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**EVERGLADES UNIVERSITY
DISABILITY SUPPORT SERVICES MANUAL**

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ACADEMIC ADJUSTMENT/ACCOMMODATION POLICIES

General Information

Equal Access to Education

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) of 1990 state that qualified students with disabilities who meet the technical and academic standards at Everglades University may be entitled to reasonable accommodations. Under these laws a disability is defined as any physical or mental impairment which substantially limits a major life activity. To this end, Everglades University is committed to providing equal access to education by removing unnecessary barriers to enhance each student's ability to demonstrate his or her academic abilities. The Americans with Disabilities Act of 1990 (ADA) reinforced the provisions of the Rehabilitation Act and extended coverage to the private sector with the extension of access into all aspects of campus life, including communications and other privileges and advantages by requiring that all public facilities, services and communications be accessible to persons with disabilities and that auxiliary aids and services be provided unless such provisions place an undue hardship (defined as significantly difficult or expensive) upon an institution.

Who is Considered Disabled under the Law?

According to the Americans with Disabilities Act (ADA) of 1990, a disability is a chronic, long-term, physical or mental impairment that substantially limits one or more major life activities (e.g. walking, sitting, breathing, learning, working, sleeping, etc.). This law also requires an individualized assessment of each case to determine whether or not a disability exists. The University is not required to evaluate students or pay for such an evaluation. It is a student's responsibility to provide adequate documentation and request adjustments/accommodations and services. The University has the right to establish professional criteria to be used in reviewing the documentation.

Reasonable Accommodation

"Reasonable accommodation" is the term used by the ADA and the Rehabilitation Act for modifications made to an environment which eliminate or decrease, to a reasonable degree, structural and/or learning barriers which a student might encounter due to his or her disability. The law does not require that students with a disability be given "special" advantage that places them in a better position to succeed than their classmates. Reasonable adjustments/accommodations are made to put students with a disability in the same starting position as their nondisabled classmates. Nevertheless, an academic unit is not required to fundamentally alter the nature of its academic program in order to accommodate students.

Everglades University is committed to providing access to all of its programs, activities and services and will either remove physical barriers or enhance access in other ways to enable qualified students to participate in such endeavors.

What is a Learning Disability?

The general term Learning Disability (LD) refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning or mathematical abilities. These disorders are intrinsic to an individual and may occur across the life span. Even though a learning disability may occur concomitantly with other conditions or life stressors, a learning disability is not the direct result of those conditions or influences.

Learning Disabilities often exist with other conditions (e.g., ADD/ADHD). Everglades University reviews a student's ADA/Rehabilitation status with consideration for all presenting conditions.

University Commitment and Support

Commitment

Everglades University is committed to providing equality of opportunity to students with learning disabilities through a supportive academic and social environment. Faculty and students work together in partnership to determine students' needs and attempt to see that those needs are met. The University, however, does not provide a comprehensive learning disabilities program.

Support

Everglades University complies with the Rehabilitation Act of 1973 (Section 504) requiring that no qualified handicapped person will be excluded by reason of the handicap from enrolling in a course of instruction. Students wishing to avail themselves of special adjustments/accommodations under the Americans with Disabilities Act must disclose special needs at time of enrollment. Accordingly, every effort is made to make reasonable adjustments/accommodations. Certain programs may require manual dexterity. Please consult campus Admissions Offices for further information.

For physically challenged students, Everglades University campuses are either located on ground level or have appropriate elevator service with ramps and designated parking to facilitate easy entry. Restrooms are equipped with wide doorways and bars to ensure wheelchair accessibility.

The following individual is Everglades University's Section 504 Coordinator:

Dr. Jayne Moschella
Vice President of Academic Affairs
Office of the President
5002 T-Rex Avenue, Suite 100
Boca Raton, Florida 33431
Tel: (561) 912-1211
jmoschella@evergladesuniversity.edu

Students with Disabilities: A student who feels they have not been treated fairly under Everglades University's stated federal policies has the right to file a written complaint. A complaint should be submitted to the President of the campus. These procedures apply only to complaints received in writing.

- A complaint is submitted in person, by U.S. mail, or by fax. Complaints may not be submitted by email. Complaints should be dated.
- Within 15 business days after acknowledging receipt of the handicapped policy complaint, the President of the campus will inform the complainant regarding the institutional response to the written complaint.
- Students have the right to file a grievance with Everglades University in the event that students believe the University has not followed its policies. The grievance procedures are described in the Everglades University catalog.

Communication

Everglades University expects students with learning disabilities to take an active role in communicating their needs, as they can best describe their strengths and weaknesses. It is important that students inform the University of their situation at time of enrollment or as soon as possible to allow sufficient time to make necessary arrangements. Please note that in order to be eligible for requesting adjustments/accommodations, the applicant must have successfully completed all parts of the enrollment process and paid the associated enrollment fees. However, if the applicant raises questions regarding the adjustment/accommodation paperwork/process prior to completing the enrollment process and payment of the enrollment fees, the applicant will be directed to speak with the Campus Vice President. Reviewing documentation and arranging for appropriate adjustments/accommodations takes time, and a delay in following through can result in a delay in receipt of adjustments/accommodations.

Diagnostic Documentation

Diagnostic documentation is critical in determining suitable adjustments/accommodations. It is an individual student's responsibility to identify her- or himself as a person with a learning disability and to provide the University with diagnostic documentation of the disability from an appropriately licensed professional. The documentation should demonstrate how the learning disability limits the student's ability to participate in an academic setting and must be submitted to the Campus Vice President for verification. This documentation is provided to the Accommodations Review Committee before an adjustment/accommodation is sought.

Accommodations Review Committee (ARC)

The ARC includes the Vice President of Academic Affairs, Director of Institutional Effectiveness, and Dean of Academic Affairs. Committee members are appointed by the Vice President of Academic Affairs. The ARC will have access to all of the documentation pertaining to the student's request for adjustments/accommodations.

Confidentiality and Information Release

Everglades University is committed to ensuring that all disability information regarding a student is maintained as confidential as required or permitted by law. In most instances, the University will not inform Faculty members as to the nature of a student's disorder unless it is necessary for providing appropriate adjustments/accommodations or in order to protect the health and safety of the student and/or others. Faculty is informed of necessary or appropriate adjustments/accommodations needed to meet a student's disability-related needs. A student may give written authorization for the release of diagnostic documentation if he or she wishes to share it with others.

In addition to the usual adjustments/accommodations provided by faculty, the University reserves the right to release supplementary information should there be a need to know. Some common need-to-know scenarios include, but are not limited to:

- a request for a course substitution
- the safety of the student and/or others
- grievance cases
- special financial aid considerations

Waiver

Students who indicate they have been diagnosed with a disability but are not requesting an adjustment/accommodation should complete a [Waiver of Disability Adjustments/Accommodations](#) form. This form should be completed within the first two weeks of enrollment or within two weeks of being diagnosed with a disability, and submitted to the Campus Vice President for retention in the student's file.

ACADEMIC ADJUSTMENT/ACCOMMODATION PROCEDURES

A student desiring an academic adjustment/accommodation must submit current documentation as required by the [Criteria for Disability Documentation](#) to the Campus Vice President. The documentation should state, as determined by an appropriate licensed professional, what reasonable adjustments/accommodations are needed by the student. Academic adjustments/accommodations may be requested by following the review/verification process described below:

1. In addition to the required disability documentation, the following forms must be completed within the first two weeks of enrollment or within two weeks of being diagnosed with a disability:
 - a. [Disability Registration Agreement](#)
 - b. [Confidentiality Statement](#)
 - c. [Request for Adjustments/Accommodations](#)

All forms must be signed and submitted to the Campus Vice President.

2. Once the appropriate forms and disability documentation have been received by the Campus Vice President and procedurally verified, the student's written request for adjustments/accommodations is forwarded to the Accommodations Review Committee (ARC) for approval. The Campus Vice President will retain a copy of all relevant documentation in the student's file.
3. The student will receive written notification of the decision reached by the ARC. If approved, it is required that the student meet with the Campus Vice President to review, verify, and document ARC findings and the academic adjustments/accommodations.

Resubmission Procedure: Students who are denied adjustments/accommodations due to a lack of sufficient documentation of their disabilities may resubmit their requests when they have additional documentation.

Grievance Procedure: Students who have been deemed ineligible for adjustments/accommodations have the right to file a grievance with Everglades University. The grievance procedures are described in the Everglades University catalog.

4. When adjustments/accommodations have been approved by the ARC, the student, Campus Vice President, and Dean will meet with the Instructor of record to ensure adjustments/accommodations are provided. Such adjustments/accommodations will be documented on the [Approved Course Adjustments/Accommodations](#) form. This meeting will occur prior to the beginning of each term and a new approval form will be completed with the forthcoming Instructor of record.
5. If a student encounters difficulties with an Instructor or other University personnel regarding adjustments/accommodations, the student should bring the difficulties to the attention of the Campus Vice President. If the Campus Vice President is unable to resolve said difficulties, the Vice President of Academic Affairs will be brought into the discussion to assist with a resolution.

CRITERIA FOR DISABILITY DOCUMENTATION

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) of 1990 state that qualified students with disabilities who meet the technical and academic standards of Everglades University may be entitled to reasonable accommodations. Under these laws a disability is defined as any physical or mental impairment which substantially limits a major life activity. The program for students with disabilities at Everglades University does not provide disability documentation for students. It is a student's responsibility to provide appropriate documentation to this office and to request adjustments/accommodations. Appropriate documentation is defined as that which meets the following criteria:

Health Condition, Mobility, Hearing, Speech, or Visual Impairment

An evaluation report from a licensed treating medical doctor, orthopedic specialist, audiologist, speech pathologist, ophthalmologist, or other licensed professional as appropriate, **which must include:**

1. Clearly stated diagnosis, ruling out alternative explanations and diagnoses;
2. Defined levels of functioning and any limitations on student's academic performance caused by the disability;
3. Current treatment and medication; and
4. Current letter stating specific recommendations

Evaluation report must be within 1 year of request date, dated and signed.

Psychological Disorder

An evaluation report from a licensed mental health professional (psychiatrist, clinical psychologist, neuropsychologist, licensed professional counselor, or licensed clinical social worker), **which must include:**

1. Clearly stated diagnosis (DSM-IV-TR criteria), ruling out alternative explanations and diagnoses;
2. Defined levels of functioning and any limitations on student's academic performance caused by the disability;
3. Supporting documentation (i.e., test data, history, observations, etc.);
4. Current treatment and medication; and
5. Current letter stating specific recommendations

Evaluation report must be within 1 year of request date, dated and signed.

Traumatic Brain Injury (TBI)

An evaluation report by a licensed rehabilitation counselor, speech-language pathologist, orthopedic specialist, and/or neuropsychologist (or other licensed specialists as appropriate), **which must include:**

1. Assessment of cognitive abilities, including processing speed and memory;
2. Analysis of educational achievement skills and limitations on student's academic performance caused by the disability;
3. Defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.);
4. Current treatment and medication; and
5. Current letter stating specific recommendations

Evaluation report must be within 1 year of request date, dated and signed.

Learning Disabilities (LD)

An evaluation report from a licensed clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or diagnostician, **which must include:**

1. Clear statement of presenting problem; diagnostic interview;
2. Educational history documenting the impact of the learning disability;
3. Alternative explanations and diagnoses ruled out;
4. Relevant test data with standard scores provided to support conclusions, such as:
 - a. WAIS-R or WAIS III,
 - b. Woodcock-Johnson Psychoeducational Battery-Revised, including Written Language (and Spelling), Reading Comprehension, and Math (Calculation and Reasoning), and
 - c. Woodcock-Johnson Cognitive Processing Battery to substantiate any processing problems;
5. Clearly stated diagnosis of a learning disability based upon DSM-IV-TR criteria and supported by more than one subtest score;
6. Defined levels of functioning and any limitations on student's academic performance caused by the disability, supported by evaluation data; and
7. Current letter stating specific recommendations

Evaluation report must be within 3 years of request date, dated and signed.

Note: High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document a learning disability.

Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD)

An evaluation report from a licensed psychiatrist, clinical psychologist, school psychologist, neurologist, or neuropsychologist, **which must include:**

1. Clear statement of presenting problem; diagnostic interview;
2. Evidence of early and current impairment in at least two different environments;
3. Alternative explanations and diagnoses ruled out;
4. Relevant test data with standard scores provided to support conclusions, such as:
 - a. WAIS-R or WAIS III,
 - b. Woodcock-Johnson Psychoeducational Battery-Revised, including Written Language (and Spelling), Reading Comprehension, and Math (Calculation and Reasoning), and
 - c. Behavioral Assessment Instruments for ADD/ADHD normed on adults;
5. Clearly stated diagnosis of ADD or ADHD based upon DSM-IV-TR criteria and supported by more than one score;
6. Defined levels of functioning and any limitations on student's academic performance caused by the disability, supported by evaluation data; and
7. Current letter stating specific recommendations

Evaluation report must be within 3 years of request date, dated and signed.

Note: High School IEP, 504 Plan, and /or a letter from a physician or other professional will not be sufficient to document ADD/ADHD. Medication cannot be used to imply a diagnosis.

ACCOMMODATIONS REVIEW COMMITTEE EVALUATION PROCESS

1. The Accommodations Review Committee (ARC) is comprised of the Everglades University Vice President of Academic Affairs, Director of Institutional Effectiveness, and Dean of Academic Affairs.
2. The committee convenes as needed to consider student requests for adjustments/ accommodations arising from disabilities documented by licensed professionals pursuant to [Criteria for Disability Documentation](#) in this manual.
3. The committee reserves the right to accept documentation which varies from this criteria but is professionally sound and of high quality, or conversely, may reject documentation viewed as inadequate to support the requested adjustment/accommodation.
4. Within two weeks of receiving the Request for Adjustments/Accommodations, the ARC will convene to review the documentation, reach a decision, and notify the student in writing of their status (eligible, ineligible, deferred).
5. If a student is ineligible or deferred, the letter will explain what is missing. If a student is determined eligible, it is a student's responsibility to make an appointment with the Campus Vice President to discuss the approved reasonable adjustments/ accommodations. Adjustments/Accommodations will not be initiated prior to this meeting.

In order for the ARC to consider a request for adjustments/accommodations, all applicants (prospective students) must have successfully completed all parts of the required documentation.

Students with obvious and severe physical disabilities will be served prior to receipt of proper documentation.

Resubmission Procedure: Students who are denied adjustments/accommodations due to a lack of sufficient documentation of their disabilities may resubmit their requests when they have additional documentation.

Grievance Procedure: Students who have been deemed ineligible for adjustments/accommodations have the right to file a grievance with Everglades University. The grievance procedures are described in the Everglades University catalog.

**EVERGLADES UNIVERSITY
DISABILITY SUPPORT SERVICES MANUAL**

FORMS APPENDIX

1. Disability Registration Agreement
2. Confidentiality Statement
3. Request for Adjustments/Accommodations
4. Approved Course Adjustments/Accommodations
5. Waiver of Disability Adjustments/Accommodations



EVERGLADES UNIVERSITY Disability Registration Agreement

- A. I understand that I am registering for services from Everglades University and that I may be eligible for services such as information, referral, reasonable adjustments/accommodations and/or other individualized services that may be needed for access to courses, programs or facilities. If Everglades University is unable to provide the necessary services, I will be referred to other appropriate community agencies.

Everglades University Adjustment/Accommodations Disclaimer

I am aware that:

- The types of adjustments/accommodations provided to students with disabilities will vary depending on the nature of the disability and the course content.
- It is not unusual for there to be an initial trial and error period of finding the best way to accommodate the student.
- The University is committed to assisting students and faculty in finding reasonable alternative accommodations that are effective.
- The overall goal is to promote student independence and success within the context of a competitive academic environment.
- The student is asked to be a responsible and active participant in this process by advising the Campus Vice President if he/she encounters any problems.
- The granting of accommodations by the University Accommodations Review Committee in no way guarantees that accommodations or equipment will be granted by outside entities (rotation sites, testing boards, employers, etc.) and it will be the student's responsibility to acquire accommodations and/or auxiliary aids.

Student Initial: _____

- B. I understand that the University needs disability information to provide services and to conduct reporting and research functions. This data is classified by disability.

- C. I understand that as a student, I am responsible for reviewing the rights and responsibilities pertaining to disability access.
- D. I understand that I will not be eligible for services if I do not provide documentation of a diagnosed disability, do not have a diagnosed disability or do not follow Everglades University policies and procedures.
- E. I understand that if I request Everglades University to facilitate adjustments/ accommodations on my behalf, the University may need to consult with other University personnel. I give my permission to have disability related information shared with appropriate University personnel (i.e., Office of Student Financial Aid, Academic Affairs, and/or appropriate faculty) to facilitate such requests.
- F. I understand that I must meet with the Dean and the Instructor of record prior to each term to ensure that adjustments/accommodations are provided.

G. My disability may be disclosed as:

Student Signature: _____ **Date:** _____

Campus Vice President: _____ **Date:** _____



EVERGLADES UNIVERSITY Confidentiality Statement

The Campus Vice President is responsible for receiving and maintaining the disability-related documentation and information for students with disabilities at Everglades University. The documentation and information may include test data; psychological, psychoeducational and/or neuropsychological evaluations; grades; transcripts; biographical history; case notes; and any other disability-related information necessary to document and provide adjustments/accommodations to students with disabilities.

Students with disabilities have a right to review their file. A student who wishes to review his or her file must schedule an appointment with the Campus Vice President. Students may request and receive copies of case notes, Course Adjustment/ Accommodation Forms, and other documentation from the Campus Vice President. However, students will not be provided copies of disability-related documentation from their files. Disability-related documentation is defined as any documentation given to the Campus Vice President to substantiate the student's disability status and need for adjustments/accommodations (e.g., psychological, psychoeducational, neuropsychological or medical evaluations; letters or other information from physicians; or medical records). The Campus Vice President will retain a copy of all information within a student's file.

Disability-related documentation (as defined above) is treated confidentially and will not be released to anyone not involved in the adjustment/accommodation and service-delivery process with the following exceptions: (a) the student gives the Campus Vice President a signed release to share disability-related information with the person(s) or office(s) named on the release; (b) the Campus Vice President will release disability-related information as required and/or permitted by the law and/or a court order; (c) the student threatens to harm himself or herself or others, or is suspected of abuse of a child or incapacitated adult; (d) the student files a disability-related complaint, appeal, grievance or lawsuit against a University office or employee(s).

Only the Campus Vice President's staff has direct access to student files. When a student with a disability requests adjustments/accommodations, he or she understands that some disability-related information may be provided on a need-to-know basis to university faculty and staff to help ensure that the student receives

appropriate adjustments/accommodations. ***The Dean of Academic Affairs' office of the University in which the student is enrolled and the Instructors of classes for which the student is requesting adjustments/accommodations will receive disability-related information necessary to provide appropriate adjustments/accommodations. If a student files a disability-related appeal or grievance, the student understands that the Campus Vice President will release disability-related information to appropriate University offices (i.e., the General Counsel, the Vice President of Academic Affairs, the Student Services office, and/or appropriate University committees).*** Otherwise, University faculty and staff need to know only (1) that the student has been through the disability documentation review process at Everglades University; and (2) what adjustments/accommodations have been approved to meet the student's disability-related needs.

"I have read the Confidentiality Statement. I understand and agree to the confidentiality of my disability documentation and information as discussed above. I understand I can speak further with the Campus Vice President if I have any questions."

Printed Name of Student _____

Student Signature _____

Today's Date _____



EVERGLADES UNIVERSITY
Request for Adjustments/Accommodations

Name: _____

Social Security#: _____

Home Address: _____

Home Phone: _____

School Address: _____

Email: _____

- Are you a:**
- Current Undergraduate Student
 - Current Graduate Student
 - Prospective Undergraduate Student
 - Prospective Graduate Student

Please check the Everglades University campus you are/will be attending:

- Boca Raton Online Sarasota Orlando

Please indicate your major (if known):

I am requesting adjustments/accommodations from Everglades University because I have been diagnosed with: (check all that apply).

- Attention Deficit Disorder
- Physical Disability (specify type): _____
- Learning Disability
- Psychological Disability
- Other Disability (specify type): _____

Date First Diagnosed: _____



EVERGLADES UNIVERSITY
Approved Course Adjustments/Accommodations

Campus: ڤ Boca Raton ڤ Online ڤ Sarasota ڤ Orlando

Name: _____

SS #: ____ - ____ - ____ **Phone:** ____ - ____ - ____

Email: _____

Semester: Fall Winter Summer **Year:** 20____

Directions: Complete the sections below with the approved adjustments/ accommodations from the Accommodations Review Committee. If you have questions about how to access services, make an appointment with the Campus Vice President

Classroom-

Testing

Special Services

Student Signature _____ **Date** _____

Instructor Signature _____ **Date** _____

Dean Signature _____ **Date** _____

Campus Vice President Signature _____ **Date** _____



EVERGLADES UNIVERSITY
Waiver of Disability Adjustments/Accommodations

Name: _____

Social Security#: _____

Home Address: _____

Home Phone: _____

School Address: _____

Email: _____

- Are you a:**
- Current Undergraduate Student
 - Current Graduate Student
 - Prospective Undergraduate Student
 - Prospective Graduate Student

Please check the Everglades University campus you are/will be attending:

- Boca Raton Online Sarasota Orlando

Please indicate your major (if known):

I am not requesting adjustments/accommodations from Everglades University although I have been diagnosed with: (Check all that apply).

- Attention Deficit Disorder
- Physical Disability (specify type): _____
- Learning Disability
- Psychological Disability
- Other Disability (specify type): _____

Date First Diagnosed: _____

