

ROBERT MORRIS UNIVERSITY
Director of Student Services/Special Programs
401 S. State Street, 7th Floor Student Center
Chicago, IL 60605
Phone: (312) 935-2003 Fax: (312) 935-2013

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 Services/Special Programs 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 Director of Student Services/Special Programs to discuss possible accommodations.

1. Register with the Director of Student Services/Special Programs

Students should submit as much documentation concerning disability as soon as possible to the Director of Student Services/Special Programs in the Office 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)

2. Documentation should include:

- 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:

Monique Jones
Director of Student Services/Special Programs
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 All students with disabilities include:

- Information about special test administration and classroom adaptations
- Time extensions
- Information about access to adapted computer technology
- Letters to instructors discussing classroom and testing accommodations (written by the Office of Student Affairs/delivered to instructor by the student)
- Referrals to our outside counseling agency, Center for Personal Development
- Advising and guidance on academic, social and personal needs

Auxiliary services can include, but are not limited to:

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

The Office of Student Affairs will submit a letter to the appropriate parties every quarter (i.e. faculty, program directors, academic advisors etc.). Within five days of receipt of the letter, the faculty member (or other appropriate party) will implement the accommodations. After a class begins, if the student finds that additional or different accommodations are needed, the student must contact the Office of Student Affairs as soon as possible to make appropriate changes.

The Office of Student Affairs will remain a liaison between the student and the rest of the University community through the duration of the student's enrollment.

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 Director of Student Services/Special Programs. The Director of Student Services/Special Programs will consult with the Dean of the student's school of study, 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 make any final ruling with the best interests of the University and the student in mind.
- Accommodations will be provided during the dispute process.

FOR STUDENTS WITH DISABILITIES 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 Director of Student Services/Special Programs 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 in the enclosed envelope. The information provided will only be used by the Director of Student Services/Special Programs to determine accommodation needs.

Upon receipt of this form, the Director of Student Services/Special Programs will send you a packet about Robert Morris University's policies and procedures pertaining to services for students with disabilities. This packet explains the process of how to receive services while at Robert Morris University (i.e., required documentation, scheduling appointments, accommodation letters, etc.).

For further information or questions, please contact:

Monique Jones
Director of Student Services/Special Programs
Phone: (312) 935-2003 Fax: (312) 935-2013
E-mail: mqjones@robertmorris.edu

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

SPECIAL ACCOMMODATIONS REGISTRATION

Student Name: _____

Address: _____

Telephone Number: _____ SS#: _____

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 Director of Student Services/Special Programs 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
- Use of a reader
- 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 LRC*)
- Books on tape for course texts (to be provided by the OSA**)
- 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 Director of Student Services/Special Programs at Robert Morris University.

* LoPata Resource Center

**Office of Student Affairs

AUTHORIZATION FOR RELEASE OF INFORMATION

I, (*print student name*) _____ Social Security#: _____

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: Monique Jones
Director of Student Services/Special Programs
401 S. State Street, 7th Floor Student Center
Chicago, IL 60605
Phone: (312) 935-2003 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 Director of Student Services/Special Programs, 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: _____

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, less course load, and etc...)?

Signature Date

Printed Name and Credentials/Title: _____

Address: _____

Phone: _____ Fax: _____

Please return form to:

ROBERT MORRIS UNIVERSITY
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401 S. State Street, 7th Floor Student Center
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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 in the 7th floor Student Center.

- _____ Meet with the Director of Student Services/Special Programs 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: Monique Jones
Director of Student Services/Special Programs
401 S. State Street, 7th Floor Student Center
Chicago, IL 60605
(312) 935-2003
mqjones@robertmorris.edu

Office of Student Affairs

Special Accommodations Services for Students with Disabilities



Registration & Information Packet

Robert Morris University
Monique Jones
Director of Student Services/Special Programs
401 South State Street, Suite 700
Chicago, Illinois 60605
(312)935-2003
mjones@robertmorris.edu