How Do I Request ADA Services?

Initial Contact to Self-Identify

There is an established procedure for arranging disability-related accommodations and services at New River CTC. Close adherence to this process will ensure a timely response to your request. Students are asked to abide by these requests to ensure services are in place by the time classes start.

Students needing classroom accommodation and services need to "self-identify" to the College as a student with a disability. To self-identify you simply contact college personnel in which you feel comfortable (instructor, student navigator, student success coach) who will advise you to contact the Disability Services Advisor. You may also submit an ADA Accommodation Request to self-identify.

Intake Appointment

You may be scheduled for an intake appointment. This appointment can be held in person or virtually at your request. The Disability Services Advisor will share information about ADA services, answer your questions, and go over your application. In addition, the College will require details about the following:

- How your disability impacts one, or more, "Major Life Activities." Major Life Activities include: walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks.
- How your disability impacts you in the educational setting.
- The types of accommodations/services you have received in the past and how those accommodations/services enabled you to overcome barriers to access.

The Disability Services Advisor will review and collect any additional information needed about you during the intake appointment. In cases where documentation is **found to be insufficient,** the student will be required to seek additional evaluation and/or clarifying information from the evaluator/medical provider. The **student** is **responsible** for **all costs** associated with obtaining the reports, examinations, tests, etc.

Note: *Some accommodations/services require more time to arrange than others. Therefore, the Disability Services Advisor requests that you submit your request for services as soon as you can (30 days prior to the beginning of the semester, if possible). While failure to submit your request in a timely manner will not impact eligibility decisions, it may result in a delay in services.*

General Documentation Guidelines

In most cases, to be determined eligible for ADA accommodations, an enrolled student with a disability or chronic medical condition should present documentation in the form of a letter containing information describing the student's current level of functioning within and outside of the academic setting.

This **documentation** should be submitted by a professional who is licensed/certified in the area for which the diagnosis is made and who is not related to the student. The report must be presented on official letterhead and signed by the examiner. Examples of qualified professionals for different disability areas include:

- For deaf or hard of hearing, a licensed audiologist.
- For blind or low vision, a licensed ophthalmologist.
- For cognitive disabilities, a licensed psychologist.
- For physical disabilities, a licensed medical doctor that specializes in that physical disability.

Information for the Physician

Although this is not intended to be a template, we request that the following information be included in the physician's excuse:

- Diagnostic statement identifying the disability (ICD-DSM classification).
- Description of the diagnostic methodology used, including all data from appropriate instruments of evaluation. Information based on "screening" instruments is not acceptable. Copies of these tests/reports **<u>are not</u>** required.
- The letter should contain a discussion and evidence of impact as it relates to the actual achievement (or lack thereof) for the current period and during the past year (indicate any accommodation and/or services provided).
- Recommendations for accommodation/services. Please note that any recommendations should be directly linked to the impact of the disability and associated issues (ex: medication) and not simply to the diagnosis.
- Expected progression or stability of the medical condition/disability.
- Medication - mitigation of impact and/or (expected) side effects.
- Co-morbid conditions - if multiple diagnoses are present, please indicate the primary and secondary conditions and how each affects learning. Submit the letter to: ***Disability Services Advisor, New River Community and Technical College, 280 University Drive, Beaver WV 25813; cstapleton@newriver.edu***

Temporary Medical Conditions

Some medical conditions or disabilities are temporary (ex: a broken hand) and may only require accommodation for a limited time. Each case is considered individually.

Insufficient Documentation

In cases where documentation is **incomplete or out of date**, the student will be required to seek additional evaluation and/or clarifying information from the evaluator/medical provider regarding the documentation. The documentation should be no older than three years. The **student** is **responsible** for **all costs** associated with obtaining all required documentation.

Since the requirements for access in higher education are different than those for high school, the **Individual Educational Plans** (IEP's), **504 Plans,** and **Summary of Performance** (SOP) **are not sufficient** documentation to establish that the student is eligible for services and accommodations.

In most cases documentation consisting only of a **diagnosis, case** or **chart notes**, and/or **prescription pad** notations is **insufficient** to determine the impact of a medical condition/disability, to address the issue of substantial limitations, and to determine reasonable accommodations.

If a student leaves New River CTC for ***any reason***, upon being readmitted he or she will be asked to submit updated documentation prior to receiving accommodation and/or services. In addition, since the students' class schedule changes each semester, it is the student's responsibility to contact the Educational Counselor to start the process of new faculty notification memos.