

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: elaine.mara@alvernia.edu
 - Mail: Elaine Mara, 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 elaine.mara@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 If the documentation is incomplete, outdated, or further information is needed, you will receive notification of this and the appropriate steps to take to update the documentation.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, Elaine Mara, 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 documentation that meets the requirements outlined on the reverse of this document.

Documentation Guidelines

Students wishing to receive accommodations must submit:

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

Learning Disability

Neuropsychological or psycho-educational evaluation dated within 3-5 years of enrollment at Alvernia University

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 dated within 1 year of enrollment at Alvernia University

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

Be dated within 1-2 years of enrollment

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.