# The College of Saint Rose

# Disability Resource Guide

**Prospective Students** 



Saint Joseph's Hall Second Floor

# Welcome!

Welcome to Services for Students with Disabilities in the Academic Support Center!

The College of Saint Rose is committed to providing students with disabilities an equal opportunity to participate in all college programs and activities. Through the provision of academic accommodations, environmental modifications and auxiliary aids and services, individuals with disabilities are afforded access and an equal opportunity to succeed. Registration with the office is a voluntary choice. Students are encouraged to meet with the Director to discuss the accommodations and supports that are available to them.

Services offered through our office include alternative testing, assistive technology, e-text, note-takers, self-advocacy training, guidance regarding the social and academic transition to college and referrals to tutoring, writing support, and study skill development.

### **Admissions and Disability Services**

A student's disability has no impact on whether he or she is admitted to the College. Documentation of a disability should be submitted directly to the Disability Services Office and should not be included with a student's application for admission. Protection of student confidentiality is of utmost importance to our office. Disability-related information will not be shared with any other college offices without a student's prior knowledge or expressed permission.

In order to attend the College of Saint Rose, all students must meet the academic and technical standards the college has set as their admissions criteria. In order to remain a student at the College of Saint Rose, the student must comply with all policies, procedures, and standards set forth by the student's prescribed program of study and the Student Code of Conduct.

# **Registering for Services**

Students are encouraged to contact the Disability Services Office early in the application process to request information on the available services and check that they have the appropriate documentation to both substantiate a disability and to support their need for accommodations.

To register for disability services at the College of Saint Rose, students need to complete and return a registration form and request specific accommodations. Students requesting accommodations are required to provide documentation which meets the following guidelines.

#### **Documentation Guidelines**

Disability documentation must adequately verify the nature and extent of the disability in accordance with current professional standards and techniques, and it must clearly substantiate the need for all of the student's specific accommodation requests. All documentation must be submitted on the official letterhead of the professional describing the disability. IEP's, 504 Plans, and Summaries of Performance (SOP) from the student's high school are <u>not</u> sufficient documentation to support the need for accommodations at the college level.

*Please note:* Transfer Students and Graduate Students—Documentation that has been approved at another institution does NOT guarantee the student will receive academic accommodations at the College of Saint Rose.

#### All documentation must include the following information:

- 1. The credentials of the person completing the report
- 2. A statement of diagnosis—how the diagnosis was reached and relevant background and history
- **3.** Description of the diagnosis—assessment measures used, the actual test scores, and interpretation of the test scores
- **4.** Explanation of how the condition impacts a student's learning or impairs his/her functioning in a college environment.
- **5.** Description of the expected progress or stability of the condition
- **6.** Recommendations and suggested academic accommodations

#### **Additional Documentation Guidelines for Specific Disabilities:**

#### **Mental Health Disabilities**

Due to the ever changing nature and severity of mental health disabilities, periodic updates from current therapists may be requested. This is done to ensure that accommodations being provided are appropriate. Documentation should be **no more than one year old**, and should be updated annually. Documentation should be in the form of a **letter from either a licensed psychologist or psychiatrist** that includes:

- A statement of diagnosis and an assessment of the student's current state of functioning
- Current treatments, including medications and therapy schedule

#### Medical/Physical Disabilities

Documentation of a medical or chronic disability should be updated in accordance with the nature of the disability and should be **no more than ten years old**. Documentation should be in the form of a **letter from the student's current physician** and should include:

- The diagnosis, how it was reached, and any relevant history about the diagnosis
- A statement of current level of functioning and any ongoing treatment of the condition, including medications and therapy schedule
- For students with a hearing impairment, a recent audiogram may be submitted as documentation
- For students with visual impairments, a certificate of legal blindness or vision testing may be submitted as documentation

#### **Learning Disabilities**

The documentation should be in the form of a **psycho-educational report** from a **licensed psychologist or other professional** qualified to make such a diagnosis. The report should include:

- Tests administered (these tests should <u>be normed on adults</u>, not on children)
- An assessment of intellectual functioning (IQ)
- Comprehensive academic achievement testing
- A statement of diagnosis of a specific learning disability
- Recommendations for academic accommodations

#### **Attention Deficit Disorder**

The documentation should be in the form of a **psycho-educational report** (see guidelines for Learning Disabilities) or a **letter from a licensed psychologist or psychiatrist** that includes:

- The standards used for reaching the ADD diagnosis
- Current treatment/medications, as well as the <u>impact on the</u> <u>student's current level of functioning</u>
- Recommendations for academic accommodations

#### **Autism Spectrum Disorders**

The documentation should be in the form of a **report or letter from a physician, licensed psychologist or other professional** qualified to make such a diagnosis and should include:

- A comprehensive diagnostic evaluation, including a developmental history
- Academic achievement testing
- Statement of the student's current level of social/emotional functioning
- Current treatments, supports and medications if applicable
- Recommendations for accommodations

## **Academic Support Center**

The services outlined below are available to all College of Saint Rose students and do not require registration with Disability Services.

#### **Tutoring**

Tutoring is available in five content areas: Accounting/Business, Computer Information Systems, Math, Natural Sciences, and Spanish. Tutors are on duty various times throughout the week. Students can visit whenever the lab is open—no appointment is necessary.

#### **Study Clusters**

Study clusters are tutor-led study groups for a specific course at Saint Rose. Study clusters typically meet once a week in the Learning Center.

#### **Academic Workshops**

Academic Workshops are scheduled periodically during the academic year on various topics.

#### **Writing Center**

The Writing Center is staffed by graduate students. Tutors will work with students at any stage of the writing process. Appointments are necessary because the tutoring is individual in nature. The Writing Center is open at various hours throughout the week, including night and weekend hours.

#### **Math Placement Test**

Students who have not passed the math placement test can come to Academic Support Center to re-take the exam and also to set up a plan for remediation of weak math skills.

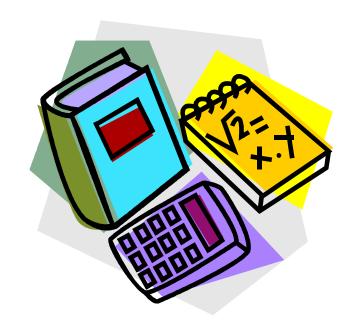
# If you have questions regarding our services or would like further information, please contact:

#### Lynn Cantwell, LCSW

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Alternative formats of this document can be obtained by contacting the Academic Support Center at (518) 454-5299 or by e-mailing asc@ strose.edu.