



# Office of Accessibility Guidelines & Procedures

## WHO IS SERVED BY THE OFFICE OF ACCESSIBILITY (OA)?

Any student enrolled in classes at NDMU who has an impairment that substantially limits a major life activity and impacts the educational environment is eligible for disability services. *Documentation supporting the impairment must be obtained at the student's own cost and effort.* Office of Accessibility reserves the right to deny services and/or accommodations until such time as the appropriate documentation has been provided. Determined on a case-by-case basis, reasonable services/accommodations are based on the nature and severity of the disability, the requirements of the course/program of study, and the consultation with the student, the Director, and academic faculty (as needed). The Director makes the final determination of services.

### STEPS TO FOLLOW TO REQUEST ACCOMMODATIONS

- 1. Self-identify and submit documentation:** You may submit documentation about your disability to the Office of Accessibility in one of the following ways:  
**Meet with the Director of Accessibility:** Accommodation requests will be discussed during the initial meeting (In-person or virtual) between the student and the Director. Accommodation approvals will be discussed upon follow-up.

**In Person :** Teresa Hall lower level office 023

**Email:** [accessibility@ndm.edu](mailto:accessibility@ndm.edu) - **Fax:** 410-433-2679

**Mail:** Notre Dame of Maryland University

Angie Cooper, Office of Accessibility

4701 N. Charles Street

Baltimore, MD 21210

- 2. Complete a Student Intake Form and Submit documentation:** You may submit documentation about your disability to the Office of Accessibility in on our web page. This will be used during your first meeting with the Director. It can be submitted after the appointment or at the time of the appointment. Our form can be found on our web page.
- 3. Drafting of the accommodation letter:** As part of the accommodation process the student and director will draft the official accommodation letter.

*Please note the process of being approved for accommodations can take a minimum of 1-2 weeks. Ideally, this is accomplished before classes begin but may occur at any time during the semester. Once approved accommodations are not retroactive. Submitting your documentation in a timely manner is strongly suggested in order for accommodation requests to be reviewed and approvals to be completed as quickly as possible.*

**Accommodations are approved on a case-by-case basis. Documentation needed is dependent on the disability and the accommodations being requested.**



### Documentation Format

**(SHARE THE INFORMATION BELOW WITH YOUR DOCUMENTATION PROVIDER)**

- All documentation must be **TYPED (NOT handwritten)** on letterhead and signed by an appropriate medical or mental health professional.
- Diagnoses written on a prescription pad or half-size letterhead are **NOT** accepted.
- Full disclosure is encouraged and redacted documentation/evaluations are **NOT** accepted.
- Students are encouraged to bring their documentation with them when they apply for services to avoid delays.

***Special note:*** IEPs, 504 Plans, and Social Security Disability papers, although providing valuable information, are not usually considered sufficient on their own to establish eligibility for services.

### Types of Documentation

- Documentation must be provided to support that a student has a disability that substantially limits one or more major life activities and impacts their ability to meet the demands of attending NDMU.
- The documentation must be current and comprehensive and state how the student's disability is currently affecting them.
- Some examples of **acceptable documentation** are:
  - Psychological and psychoeducational evaluations
  - Neurological evaluations
  - Speech/Language evaluations
  - Audiograms, audiology reports
  - Vision/Ophthalmologist evaluations
  - Letters from medical or mental health professionals working with the student
  - Medical records
- What should be included in your documentation:
  - Diagnosis
  - Nature of disability
  - Severity
  - Functional limitations - **Functional limitations** refer to how the impairment significantly restricts or prevents the individual from performing a major life activity (i.e., walking, breathing, talking, seeing, hearing, learning, thinking, etc.)
  - Prescribed Medications
  - Recommendations for reasonable accommodations

### Documentation FAQ's

- **When must this documentation be provided?** Documentation should be provided to the Office of Accessibility before or during the intake appointment.
- **Where is the documentation kept?** Documentation is kept in a separate confidential file and is not part of the student's academic record (unless deemed appropriate under certain circumstances to comply with the Family Education Rights and Privacy Act – FERPA).
- **Why does NDMU need documentation of the disability?** OA needs sufficient information to determine eligibility and appropriate accommodations for each student. Funding sources and regulatory agencies require that documentation is on file.

**If you have questions, don't hesitate to get in touch with the Office of Accessibility:**

Theresa Hall, Lower Level, Office 023, 410-532-5410

[accessibility@ndm.edu](mailto:accessibility@ndm.edu)

[www.ndm.edu/student-life](http://www.ndm.edu/student-life)



## ACCESSIBILITY SERVICES

### STUDENT RIGHTS AND RESPONSIBILITIES

#### Student Rights

As a student with a disability, you have the right to:

- An equal opportunity to learn
  - *Suppose the location, delivery system, or instructional method limits your access, participation, or ability to benefit. In that case, you have a right to reasonable alterations in those aspects of the course (or program) to accommodate your disability, as long as it does not change the fundamental requirements of the course or curriculum. Each accommodation request is judged on a case-by-case basis.*

Examples of accommodations include, but are not limited to:

- ✓ Extending the time limit on a test for a student
  - ✓ A student testing in a distraction-reduced area or room
  - ✓ Providing an interpreter for a student with a hearing loss
- An equal opportunity to participate in and benefit from the academic community. This includes access to services at a comparable level as that provided to any student.

#### Student Responsibilities

For a student with a disability who is seeking services from Accessibility Services, it is the student's responsibility to:

- Self-identify and provide documentation from an appropriate professional that includes:
  - The nature of the student's disability includes the diagnosis or diagnoses
  - How the disability affects the student's learning ability and/or daily living
- Meet and maintain the college's fundamental academic and technical standards
- Notify Accessibility Services each term the student is enrolled and taking classes at NDMU
- Notify Accessibility Services when classes are dropped/added; or when there is a new diagnosis/impairment
- Request Accommodation Forms from Accessibility Services at the beginning of each term
- Meet with your Instructors in person to deliver your accommodation forms and discuss with them how you plan to utilize your approved accommodations
- For ONLINE classes: Email a PDF (scanned) copy of your accommodation form to your online Instructors, and discuss with them via email how you plan to utilize your accommodations

#### Tips for Success

**Be proactive and self-advocate!** Upon presenting the accommodation letter to the Instructors, students should clearly communicate that they have been approved by the Office of Accessibility for accommodations and discuss with the Instructors how they plan to use these accommodations in each class.

**Complaints:** Any complaints about accommodations should be submitted to The Office of Accessibility at 410-532-5401 or [accessibility@ndm.edu](mailto:accessibility@ndm.edu).