



Presbyterian College

LETTER TO STUDENTS

RE: Accommodations Information for Learning Disabilities

Dear Student:

Enclosed, please find important information you will need about accommodations offered at Presbyterian College for learning disabilities. This handout outlines the overall program, the documentation requirements, and other helpful information.

As the enclosed packet explains, you must initially register with the Office of the Provost in order to receive disability support services. A registration form is enclosed. Once you do contact us and we receive the evaluation(s) from the appropriate healthcare professional(s), our disability support services coordinator will review this information and may make further recommendations for documentation or accommodations. At that point, you will meet with our coordinator to develop your accommodations plan. You will then provide this information to your professors.

Admittedly, this initial process can take a few weeks. Therefore, it is very important that you submit your documentation as soon as possible, check your email regularly, and keep your appointment with our compliance officer.

For future semesters, the process is a bit simpler. Your original accommodations plan is kept on file in the provost's office. You simply stop by to pick up a copy to hand-deliver to that semester's professors, or, you may contact the provost's office to provide your professors names and emails, and we will email the accommodations to them. This brief visit to our office will ensure that you remain registered to receive these services. Unless you are requesting new accommodations you generally will not have to provide additional documentation or meet with the coordinator personally.

I encourage you to share this packet with your parents. Often parents may be able to assist you in obtaining the required documentation or have additional questions about accommodations. If you or they need more information, please do not hesitate to contact me by telephone at 800-476-7272 ext 8297 or by e-mail at slattimor@presby.edu. I will be glad to help you in any way I can. In addition, I encourage you to let me know at any time if this office can assist you in making your college experience a positive and productive one!

Sincerely,

Shannon Lattimore
Senior Administrative Assistant
Office of the Provost

1 Atch
Information Packet



Presbyterian College

Guidelines for Students, Parents, and Healthcare Professionals Regarding Reasonable Accommodations for Disabilities That Affect Academic Performance

Although Presbyterian College does not have a special program for students with disabilities, the college does comply with Section 504 of the Rehabilitation Act of 1973 and makes every effort to provide reasonable accommodations for students with disabilities and to assist them in obtaining an education. All students (including those with physical, neurological, emotional, or learning disabilities and/or attention-deficient disorders) must take the required courses for a B.A. or B.S. degree. The college provides the *PC Catalog* to each student on an annual basis. This catalog describes information about required coursework, majors, and many questions that an incoming student will need to know when enrolling at this institution. The college also supplies each student *The Garnet Book*, a student handbook on rules, regulations, etc. Each student should study these publications to become familiar with the academic and student life requirements.

At Presbyterian College, Dr. Daria T. Cronin is the Coordinator of Disability Support Services. She will assist students with learning disabilities to become aware of the accommodations that the college provides. If a student has a disability that affects academic performance, he/she must register with the Office of The Provost, using the attached form. This office will assist the student in submitting the required documentation and in identifying those accommodations that will benefit the student. Dr. Cronin will review the student's documentation (see requirements below), work with the student to develop an academic accommodations plan, and provide the student with a copy of this plan. The student will then provide this information to his/her professors. Instructors will, in turn, work with the student in order to allow him/her the opportunity—consistent with the diagnostic profile—to learn and subsequently demonstrate mastery of course content. Instructors are advised to refer all unregistered students who indicate the need for academic accommodations to the Office of The Provost.

Each semester, a student must contact the Office of The Provost to reassess the need for continuing accommodations. After reviewing the documentation on file and the requested accommodations, The Provost's office will update the accommodations plan and provide a copy to the student for distribution to that semester's instructors. Students should be aware that renewal of accommodations is not automatic and requires student initiation *each semester*.

DOCUMENTATION REQUIREMENTS

In order to be considered eligible for reasonable accommodations, a student must submit the following to the Office of The Provost:

1. **Learning Disability:** A current psychoeducational evaluation completed by a psychologist licensed by a state board of examiners or certified in psychology by a state department of education is required. The psychologist must provide his/her license or certificate number in the report. The college's multidisciplinary committee may—upon review—accept psychoeducational evaluations completed by professionals in related disciplines (e.g., education). **A current psychoeducational evaluation is one that has been completed within three calendar years of the student's date of enrollment in Presbyterian College.** The psychoeducational evaluation must, at a minimum, contain the following information:
 - a. An individually administered measure of intellectual functioning (e.g., Wechsler Adult Intelligence Scale, Revised; Stanford-Binet, Fourth Edition; etc.).
 - b. An individually administered measure (or measures) of academic functioning that minimally assesses performance in reading, math, and written language and is normed appropriately for the chronological age/educational level of the student (e.g., Woodcock-Johnson Tests of Achievement, Wechsler Individual Achievement Test, etc.).

- c. Any other individually administered measures deemed to be appropriate in support of the diagnosis by the examiner (e.g., Bender-Gestalt, MMPI, etc.).
 - d. Scores for all tests administered. Reported scores should include specific standard scores and grade equivalents. Standard scores reported should have the same mean and standard deviation across tests in order for comparisons to be made.
 - e. A diagnostic statement of a specific disability, the manifestations of which currently affect academic performance.
 - f. Recommendations for reasonable accommodations specific to the disability and its effect on the student's academic performance in the college setting.
- 2. Attention-Deficit-Hyperactivity Disorder:** Current medical documentation provided by a licensed physician is required. Current medical documentation is that which has been provided within three calendar years of the student's date of enrollment in Presbyterian College. In addition, a comprehensive psychoeducational evaluation as described above is strongly recommended. The medical evaluation must, at a minimum, contain the following information:
- a. A diagnostic statement of a specific disability, the manifestations of which currently affect academic performance.
 - b. Recommendations for reasonable accommodations specific to the disability and its effect on the student's academic performance in the college setting.
- 3. Physical, Neurological, or Emotional Disability:** Current medical documentation provided by a licensed physician is required. Current medical documentation is that which has been provided within three calendar years of the student's date of enrollment in Presbyterian College. This documentation must, at a minimum, contain the following:
- a. A diagnostic statement of a specific disability, the manifestations of which currently affect academic performance.
 - b. Recommendations for reasonable accommodations that are specific to the disability and its effect on the student's academic performance in the college setting.

(NOTE: Students seeking reasonable accommodations under the ADA for physical disabilities should contact the Physical Disabilities Compliance Officer who is also the Director of Residence Life.)

APPEALS PROCESS

In the event that a student who is registered for disability support services encounters a problem regarding reasonable accommodations that cannot be resolved with an individual faculty member, he/she should submit a written appeal to the Provost. If the student is not satisfied with a decision made by the Provost, an appeal may be submitted to a committee composed of the faculty members of the Academic Affairs Council.

REQUIRED FORMS

In order to register for academic accommodations, the student must submit the attached registration form along with appropriate documentation to the Office of the Provost as soon as possible.

FURTHER INFORMATION

Students, parents, or healthcare professionals who have any questions or concerns regarding Section 504 of the Rehabilitation Act of 1973 or the accommodations policy of Presbyterian College are encouraged to contact the Office of The Provost, 503 South Broad Street, Clinton, SC 29325 (800)-476-7272, ext. 8297; slattimor@presby.edu.

1 Atch
Registration for Disability Support Services



Presbyterian College

Registration for Disability Support Services

Name: _____ Sex: _____ Age: _____

Student ID #: _____ Semester Enrolled: _____

PC Box #: _____ Email: _____@presby.edu

Home Address: _____ Home Phone: _____

Section I. Condition: Check all that apply and provide appropriate diagnostic paperwork

- | | |
|--|---|
| <input type="checkbox"/> Learning Disability | <input type="checkbox"/> Psychological/Emotional |
| <input type="checkbox"/> Attention Deficit Disorder (ADD/ADHD) | <input type="checkbox"/> Mobility Impairment/Wheelchair Use |
| <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Medical Disability |
| <input type="checkbox"/> Visual Impairment | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Neurological Impairment | |

Section II. Special Needs Requested

Academics.....

- | | |
|--|--|
| <input type="checkbox"/> Extra time for tests | <input type="checkbox"/> Textbooks on audio tape |
| <input type="checkbox"/> Tests in separate room | <input type="checkbox"/> Readers or scribes |
| <input type="checkbox"/> Copies of lecture notes | <input type="checkbox"/> Other: _____ |

Housing.....

- | | |
|---|--|
| <input type="checkbox"/> Wheelchair accessibility (please specify size of wheelchair) | <input type="checkbox"/> Accommodations for comfort animal |
| <input type="checkbox"/> Handicap-accessible restrooms in housing | <input type="checkbox"/> Access to elevators |
| | <input type="checkbox"/> Other: _____ |

Physical Plant.....

- | | |
|--|--|
| <input type="checkbox"/> Ramps | <input type="checkbox"/> Handicap-accessible restrooms |
| <input type="checkbox"/> Curb cuts | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Handicapped parking | |

Section III. Signature

Disability-related information is protected by the Buckley Amendment. Information will not be released or discussed without student's consent except to College officials and faculty having legitimate educational interests. Students, please sign, thereby giving your consent for the College to share this information with any other appropriate professionals as needed.

Student's Signature: _____ Date: _____

THIS FORM MUST BE ACCOMPANIED BY DIAGNOSTIC DATA AND RETURNED TO MS. SHANNON LATTIMORE IN THE OFFICE OF THE PROVOST, SMITH ADMINISTRATION BUILDING, PRESBYTERIAN COLLEGE, 503 SOUTH BROAD STREET, CLINTON, SC 29325 (864-833-8297 SLATTIMOR@PRESBY.EDU). **DEADLINE FOR SUBMITTING THE FORM (AND REQUIRED DOCUMENTATION) IS JULY 1, 2018**, FOR STUDENTS SEEKING ACCOMMODATIONS FOR THE UPCOMING ACADEMIC YEAR.

For more information, please see our complete package of guidelines.

Section IV. Documentation Requirements (this section for Provost Office use only)

1. **Learning Disability:** A current psychoeducational evaluation completed by a psychologist within three calendar years of the date of enrollment is required. The psychologist must be licensed by a state board of examiners or certified in psychology by a state department of education and must provide his/her license or certificate number in the report. The psychoeducational evaluation must, at a minimum, contain the following information:

- a. Date of Documentation: _____
- b. An individually administered measure of intellectual functioning (e.g., Wechsler Adult Intelligence Scale, Revised; Stanford-Binet, Fourth Edition; etc.). _____
- c. An individually administered measure (or measures) of academic functioning that minimally assesses performance in reading, math, and written language and is normed appropriately for the chronological age/educational level of the student (e.g., Woodcock-Johnson Tests of Achievement, Wechsler Individual Achievement Test, etc.). _____
- d. Any other individually administered measures deemed to be appropriate in support of the diagnosis by the examiner (e.g., Bender-Gestalt, MMPI, etc.). _____
- e. Scores for all tests administered. Reported scores should include specific standard scores and grade equivalents. Standard scores reported should have the same mean and standard deviation across tests in order for comparisons to be made. _____
- f. A diagnostic statement of a specific disability, the manifestations of which currently affect academic performance. _____
- g. Recommendations for reasonable accommodations specific to the disability and its effect on the student's academic performance in the college setting. _____

2. **Attention-Deficit-Hyperactivity Disorder:** Current medical documentation provided by a licensed physician within three calendar years of the date of enrollment is required. The medical evaluation must, at a minimum, contain the following information:

- a. Date of Documentation: _____
- b. A diagnostic statement of a specific disability, the manifestations of which currently affect academic performance. _____
- c. Recommendations for reasonable accommodations specific to the disability and its effect on the student's academic performance in the college setting. _____

3. **Hearing:** A current audiogram with audiometric report completed by a hearing specialist.

- a. Date of documentation _____
- b. An individually administered audiogram with audiometric report submitted by a qualified professional _____
- c. Statement of functional impact and rationale for academic accommodations.
Describe the degree or current impact on life of individual. A link must be established between the manifestation of the hearing loss and requested accommodations. _____
- d. Specific recommendations included _____

4. **Vision:** A current vision test completed by an optometrist or ophthalmologist.
- a. Date of documentation _____
 - b. An individually administered vision test with report submitted by a qualified professional. This could include visual and medical history, test, observations, and objective data relating to the individual's vision.

 - c. Statement of functional impact and rationale for academic accommodations. Describe the degree or current impact on life of individual. A link must be established between the manifestation of the vision loss and requested accommodations. _____
 - d. Specific recommendations included _____

5. **Physical Disabilities and Chronic Health Conditions:** A current report conducted by a medical doctor, physical therapist, occupational therapist, .or other certified or licensed health care professional.

- a. Date of documentation _____
- b. Specific diagnosis _____
- c. Licensed or certified professionals to diagnose physical disability or chronic health conditions (medical doctors, surgeons, optometrist, audiologist, physical therapist, speech therapist, neuropsychologist, or any other health care practitioner qualified to make a diagnosis.
- d. Name _____
Certification or license number _____
- e. Test or objective data to document the physical disability or chronic health condition _____
- f. Statement of functional impact and rationale for academic accommodations. Describe the degree or current impact on life of individual. A link must be established between the manifestation of the physical disability or chronic health condition and requested accommodations. _____
- g. Specific recommendations included _____

6. **Psychiatric:** A current report conducted by a medical doctor, psychologist, psychiatrist .or other certified or licensed health care professional.

- a. Date of documentation _____
- b. Specific diagnosis/ diagnoses _____
- c. Test or objective data to document the physical disability or chronic health condition _____
- d. Statement of functional impact and rationale for academic accommodations. Describe the degree or current impact on life of individual. A link must be established between the manifestations of the psychiatric disability and requested accommodations. _____
- e. Specific recommendations included _____

Received/Reviewed by: Daria Cronin, PhD _____ Date: _____