

The logo for Newberry College, featuring the text "Newberry College" in a white serif font on a red rectangular background. Above the red background is a decorative horizontal line with a repeating pattern of small squares.

**Newberry College**

# **Disabilities Support Services Packet**

**2007 -2008**

(Revised 08/04/2007)

## Newberry College Disability Support Services

In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Newberry College recognizes a student with a disability as anyone who has a physical or mental impairment that substantially limits one or more major life activities. The office of Disability Support Services, which is located in the office of Academic Affairs, Holland Hall, coordinates the provision of reasonable accommodations for students with disabilities.

1. Students must provide current and comprehensive documentation of the disability for which accommodations are being requested. (See documentation guidelines on the next page.) This documentation must be completed by an appropriately licensed physician, neurologist, psychologist or psycho-educational specialist, and should include the tests administered, scores, an explanation of the results, a diagnosis with evidence ruling out alternative explanations, a rationale for recommended accommodations, and a description of how this impairment significantly limits a major life activity in an academic setting.
2. Documentation should be sent to the address below at least two weeks prior to accommodations being given. Students requesting accommodations for placement tests during summer orientation should send documentation two weeks prior to that orientation.

Dr. Donald Johnson-Taylor,  
Director, Disability Support Services  
Newberry College (Academic Affairs)  
2100 College Street  
Newberry, SC 29108  
(803) 321-5112

3. A Release of Records Form must be completed and on file before faculty members are notified of a student's disability.
4. Each semester, students with disabilities must make an appointment with the office of Disability Support Services and complete/review an Accommodations Agreement Form. Faculty members will be notified of the disability in writing along with a copy of the Accommodations Agreement.
5. Disabled students with appeals or grievances may request a meeting with the Vice-President of Academic Affairs.

# Newberry College Disability Support Services Documentation Guidelines

## Requirements for Learning Disorder Documentation (AHEAD Guidelines)

1. All reports should be current (**no more than three years old**), on letterhead, typed, dated, signed, and legible.
2. Acceptable psycho-educational documentation will include:
  - Summary of a comprehensive interview;
  - A comprehensive assessment of aptitude;
  - A comprehensive academic achievement battery;
  - An assessment of specific areas of information processing;
  - Evidence that the evaluator has ruled out alternative explanations for academic problems such as poor educational background, poor motivation, poor study skills, emotional problems, etc.
  - A detailed description of how this impairment significantly limits a major life activity in an academic setting.
3. The current psycho-educational evaluation should be provided by a licensed psychologist or appropriately credentialed psycho-educational professional.
4. In order to make an informed decision about the student's learning disorder and need for accommodation, the report should provide the following:
  - The nature of the learning disorder and the specific diagnosis as delineated in the Diagnostic and Statistical Manual-IV (DSM-IV) or current edition.
  - A description of the severity and longevity of the condition.
  - Recommendation regarding treatment needs in the future and effective post secondary compensatory strategies in order to accommodate the student's specific learning deficits.

## Requirements for Attention Deficit Hyperactivity Disorder Documentation (AHEAD Guidelines)

Evaluations for ADHD should follow the general guidelines above and also provide the following information:

- A list of instruments/procedures used to diagnose the disorder.
- Descriptions of the symptoms that meet the criteria for this diagnosis with approximate date of onset.
- Information about past and/or current use of appropriate medications used to treat this disorder.

## Requirements for Psychiatric Disorder Documentation (ETS Guidelines)

1. A licensed professional who is qualified to evaluate and diagnose psychiatric disabilities must conduct the evaluation.
2. Documentation must reflect the student's current level of functioning (**within a six month period**).
3. Documentation necessary to support the diagnosis must be comprehensive and include:
  - A specific diagnosis with alternative diagnoses or explanations ruled out
  - A description of current functional limitations in the academic environment as well as across other settings
  - Relevant information regarding medications and current treatment
  - A specific request for accommodations with accompanying rationale

## Disability Support Services Newberry College

It is the student's responsibility to:

- provide current and comprehensive documentation
- sign a Release of Records form
- request accommodations **each semester** in a timely manner
- discuss the disability/accommodations with professors at the **beginning** of each semester
- remind professors of testing accommodations **prior to each test**
- inform the supervisor in an experiential learning setting of the disability
- report any problems or non-compliance immediately

It is Newberry College's responsibility to:

- maintain confidentiality of records
- provide appropriate accommodations
- assist in providing documentation/accommodations for experiential learning
- hear grievances/appeals

Newberry College  
Disability Support Services  
Disability Profile  
(To be completed by student)

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_ Date: \_\_\_\_\_

I have been identified as having the following disability/disabilities:

My weaknesses include:

My strengths include:

Learning strategies (ways I learn best):

By-pass strategies (ways I compensate):

Teaching strategies (ways teachers can help me learn):

The following accommodations equalize my chances for success in the classroom:

Long-term goals:

Newberry College  
Disability Support Services  
Release of Records Form

(For records to be sent to Newberry College)

I, \_\_\_\_\_, authorize the release of my confidential records to Newberry College.

This documentation should be on letterhead, typed, dated, signed, and include:

- a copy of the most **recent comprehensive** medical, neurological, psychological, or psycho-educational evaluation by a licensed professional
- tests administered, scores, and an explanation of the results
- a diagnosis with evidence that the evaluator has ruled out alternative explanations for academic problems such as poor educational background, poor motivation, poor study skills, emotional problems, etc.
- a rationale for the recommended accommodations
- a description of how this impairment significantly limits a major life activity in an academic setting

These records will be maintained in the office of the Disability Support Services Coordinator in Holland Hall.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Submit documentation to:

Dr. Donald Johnson-Taylor,  
Disability Support Services Coordinator  
Newberry College (Academic Affairs)  
2100 College Street  
Newberry, SC 29108  
(803) 321-5187

Newberry College  
Disability Support Services  
On-Campus Release of Records Form

I, \_\_\_\_\_, authorize the release of my confidential records to my Newberry College faculty members and advisor. The records will be maintained in the office of Disability Support Services in Holland Hall. At the beginning of each semester I will provide Disability Support Services with my schedule, if I want my faculty members informed of my disability and/or to receive appropriate documentation.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date