

### Our Mission...

Rutgers Office of Disability Services is committed to providing equal educational access for individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, Section 508 of the Disabilities Act of 1998, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act and Amendments of 2008. An individual with a disability who is qualified for admission will have the same access to programs,

services, and activities as all other students. Rutgers University will make reasonable modifications to its policies, practices and procedures unless doing so will fundamentally alter the nature of the service, program, or activity, or pose an undue administrative or financial burden. Rutgers Office of Disability Services will provide services in a manner that promotes independence and inclusion in all aspects of university life.

### HOW DO I REQUEST ACCOMMODATIONS?

#### STEP 1:

Contact the Office of Disability Services at (856)225-6442 to schedule an appointment with the Disability Services Coordinator.

#### STEP 2:

Discuss with your Coordinator the documentation you will need to provide in support of your request for accommodations. If you are approved for accommodations, your coordinator will serve as your contact in regards to all of your accommodation needs and concerns, throughout your career at Rutgers.

#### STEP 3:

Forward your Request for Accommodations and supporting documentation to your Coordinator. Your Coordinator will forward your documentation to the appropriate Documentation Review Committee.

#### STEP 4:

You will be contacted by your Coordinator and informed of any accommodations for which you may have been approved. If you are approved for accommodations, you will need to provide your Coordinator with course titles, course numbers, and the names of the instructors for classes in which you are enrolled. Your Coordinator will then produce Letters of Accommodation (LOA) which will be made available for you to give to your instructors. You'll need to do this each term you are enrolled and wish to use your accommodations.

If requests are not granted your Coordinator will explain why, and what you may need to do to support those requests. Your Coordinator may also review with you the grievance procedure.

### IMPORTANT POINTS:

It is important to understand that IEPs (based upon the Individuals with Disabilities Education Act) and 504 Plans (based upon Subpart D of the Rehabilitation Act of 1973) do not suffice as adequate documentation to accompany a student to a post-secondary institution, since both are

required under laws that do not apply if a student chooses to attend college. A key point to remember is that in higher education, accommodations are granted to "level the playing field." Often, when accommodations are not approved, it is because they go beyond the scope of this goal.

## WHAT HAPPENS IN COLLEGE? Disabilities and Post-Secondary Education

### ***Identification:***

At the college level, it is the responsibility of the student to locate the office that provides services for students with disabilities, identify him- or herself to the office, request accommodations, and provide documentation to support his or her request.

### ***Communication:***

A college may not, by law, contact parents about a student's academic performance unless the student gives the college permission to do so. Parents wishing to know how their student is doing must ask the student directly or get the student to give permission to the college to release such information.

### ***Accommodation Arrangements:***

At the post-secondary level, the student must, once approved, request his or her accommodations in each instance they are needed. For instance, for testing accommodations, the student must provide the Disability Services Office with the dates of times of his or her exams and may be required to have more participation in the arrangement for such accommodations. Colleges are not responsible for knowing a student's schedule and arranging accommodations without the participation of the student.

## **A Message to Families:**

As a family member of someone with a disability, you may have worked closely with your loved one's study team to make sure that s/he received accommodations. While we do have a disability services office, the faculty and staff of Rutgers are not responsible for identifying students with disabilities. Students must identify themselves to the office, and as your loved one is an adult in the eyes of the law, it is his or her responsibility to initiate and participate in the process of applying for accommodations.

### ***You Can Help Your Loved One by:***

- Looking over the Disability Services website together: <http://disabilityservices.rutgers.edu>
- Going over your loved one's IEP or 504 plan and making sure that s/he knows what the diagnosis says and can explain what accommodations have been helpful in the past
- Visiting the webpage "How Do I Request Accommodations?" (<http://disabilityservices.rutgers.edu>) for information on documentation guidelines to make sure that your loved one comes to Rutgers with all of the necessary paperwork and understands the procedures for requesting accommodations



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