

## DISABILITY SERVICES

To comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, New York Methodist Hospital Center for Allied Health Education (The Center) through its program of disability services, empowers students with disabilities to realize their academic potential in its educational programs, by providing reasonable accommodations and support services for eligible students.

Determination made regarding the provision of reasonable accommodations or support services to qualified applicants will apply only to the program the student was enrolled in or applying to at the time the accommodation decision was made.

The Center's program of disability services neither applies to clinical affiliation sites nor any other entity with which there are either separate agreements to provide educational services as a component to or subsequent augmentation of the Center's programs.

The decision of the Center to grant an accommodation in the classroom will not affect the student's need to contact the accrediting agency that publishes the licensing / certification exam nor will our decision affect the review process, which the accrediting agency will undertake. The accommodation provided by the Center will not necessarily be recognized by the accrediting agency for the Written Licensure Examination.

The Center's policy and process is not binding and stands separately from any such policy that an affiliate may or may not have in regards to compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. Similarly, any affiliate's or other entity with a particular program of disability services is not binding and stands separate from any such program of disability services that the Center has or will establish.

The Center will not accept any request for accommodation after a student has been terminated from a program.

### **Reasonable Accommodations and Support Services**

Reasonable accommodations are adjustments to policy, practice, and programs that "level the playing field" and provide equal access to our programs, for students who are determined to be eligible for such accommodations and support services. Student eligibility to receive such reasonable accommodations and support services is determined by Director, Associate Director for Student Services, Associate Director for Academic Affairs and the Program Director affected, after evaluation of mandatory documentation provided by the student, as discussed below. Students have neither an "as right" to disability services nor appeals to the determination of eligibility.

If eligible, the nature of accommodations provided is determined on a case-by-case basis. Such accommodations for qualified applicants are limited by a prohibition that they do not impose undue hardship on the operation of the Center.

### **Process for Requesting Accommodations**

#### **Objectives**

The objectives of this process is to receive from the student documentation that upon review by the Associate Director for Student Services and the Program Director affected, permits a decision to provide or not, accommodations and, *if found qualified*, the precise nature of the accommodative services to be provided.

#### **Starting the Process**

Students must submit a request for accommodations from the Associate Director for Student Services. The decision process is time consuming and is executed by the Center with great care and deliberation.

#### **Schedule an Appointment**

All students seeking reasonable accommodations or support services begin the process by scheduling an appointment with the Associate Director for Student Services, as indicated above, to receive an explanation of how the determination process works. At the end of this session, the Associate Director gives to the student, if the student requests it, the form, *Application for Accommodation & Service*. Please allow at least two weeks for

## DISABILITY SERVICES

the Associate Director to review your application and all supporting documentation. Incomplete applications will not be reviewed until complete. Documentation guidelines may be obtained from the Associate Director during the student's initial meeting with the Associate Director.

### Determination

A student's *Application for Accommodation & Services* will not be reviewed until all documentation is submitted to the Associate Director for Student Services.

Determination notification is made in writing to the student by the Associate Director. The determination notification, if request is granted, will inform the student of the nature of the reasonable accommodation to be provided. A copy of this notification will be provided to the student's Program Director, to the student, and placed in the student's file. The Center is responsible for arranging for the provision of the accommodation.

If denied, the notification letter will state as such. A copy of this notification will be provided to the student's Program Director, the student, and placed in the student's file. The student can request an appointment to meet with the Associate Director. This appointment is NOT an appeal; it will serve to make sure the student understands how the outcome was determined.

### Required Documentation for *Application for Accommodation & Services*

1. Be recent enough in order to assess the current impact on learning or a major life activity. Please see disability-specific guidelines for more information. Please note that students requesting accommodations due to a chronic medical condition must submit documentation dated within 6 months as well as annually updated documentation.
2. Be sufficiently comprehensive to establish clear evidence of a substantial impact on one or more major life activities.
3. Be sufficient to establish a direct link between the underlying impairment and the requested accommodations.
4. Include a description of what mitigating measures the student has used and whether with such use the student may still require accommodation in order to access programs, activities, and services.
5. Be issued by a medical or other qualified, licensed professional, unrelated by birth or marriage to the student, printed on letterhead, dated, signed, and including the professional's licensing information. No information may be redacted. The Center reserves the right to require that a certified copy of such report be transmitted directly from the evaluator to the Center.

### Documentation Also Must Include

1. The student's history of receiving reasonable accommodations and academic adjustments, if such history exists.
2. Specific recommendations for accommodations as well as an explanation as to why each is recommended as necessary.

### Please Note

- The student bears any cost incurred in obtaining information required as part of the accommodation request evaluation. Please refer to specific documentation guidelines for each type of disability. If the original documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodation(s), the Center has the discretion to require additional documentation.
- Students must complete the application process and submit disability documentation before they may receive accommodations and services. The Center reserves the right to deny services or reasonable accommodations while the receipt of appropriate documentation is pending.
- Documentation written in a language other than English must be translated by an independent firm that is engaged in this specific function. Both the translated documents and original non-translated documents are to be transmitted to the Associate Director on the letterhead of this independent entity stating the date the translation was executed, the name and contact information of the individual executing the

## DISABILITY SERVICES

translation and all documents notarized. Translations will *not* be accepted by an individual who is not employed by this independent entity, friend, or person related by birth or marriage notarized.