

Americans with Disabilities Act Policy

Adler Graduate School strives to make its programs and facilities accessible to everyone in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. The goal is to create and maintain an environment where students achieve at their fullest potential, limited to the least extent possible by individual disabilities.

Disability

Recognized disabilities include physical and mental impairments that substantially limit one or more of the major life activities, including walking, seeing, hearing, speaking, learning, breathing, working, taking care of oneself and performing manual tasks. A temporary medical condition may also qualify as a disability. Examples include short-term impairments following surgery, broken bones/injuries or medical treatments.

A student is not required to disclose a disability, however, in order to be considered for an ADA accommodation, a student must submit a formal request as noted below.

Reasonable Accommodations

A reasonable accommodation is an adjustment or modification to a course, program, service, activity, or facility enabling a qualified student with a disability to have equal opportunity to participate in or enjoy equal benefits and privileges available to students without disabilities. The accommodation requested must be related to the actual disability and cannot require fundamental alterations of programs or services, lower standards or exceed what is considered a reasonable accommodation. Students with disabilities are not automatically entitled to or guaranteed accommodations they may prefer or have received in other educational settings.

While Adler Graduate School desires academic success for all students, accommodations do not guarantee success. A student must possess the mental and emotional capabilities needed to participate in the chosen academic program and be “otherwise qualified” to meet the academic requirements of that program. A disability may not be so profound that, even with reasonable accommodations, the student is unable to perform basic requirements such as writing and critical thinking.

Requesting an Accommodation

All inquiries and requests for accommodation should be submitted to the Director of Student Success Services. The Director serves as a resource, verifies and maintains documentation, considers accommodation requests and determines reasonable accommodations.

To Request an Accommodation:

Step 1: Request an ADA Accommodation Request Form from Meg Whiston, Director of Student Success Services meg.whiston@alfredadler.edu or download a copy via AlfredAdler.edu (Select Current Students then Student Services)

Step 2: Submit a completed ADA Accommodation Request Form (Parts A and B) with attached documentation no less than three weeks prior to the start of classes, or when a disability becomes known. Required documentation, from a licensed health care provider, should include:

- A clear statement of the diagnosed disability,
- A description of the functional limitations resulting from the disability as they relate to an educational environment,
- The duration of the disability, and
- The recommended accommodation(s).

If you request an accommodation for a disability relating to learning or attention difficulties, diagnostic testing and results may be required, at your expense.

The Request for ADA Accommodation and supporting documentation will be reviewed. If an accommodation is supported, you will receive an ADA Student Accommodation Agreement indicating the accommodation granted. **Accommodations will not be applied retroactively.**

Step 3: Provide each instructor with a copy of the ADA Student Accommodation Agreement by the end of the first week of the course, obtain the instructor's signature and return the signed agreement to the Director of Student Success Services.

Note: If an approved accommodation is not effectively implemented, please contact the Director of Student Success Services.