



The Reiss-Davis Graduate School

STUDENT RIGHTS AND RESPONSIBILITIES – DISABILITY SERVICES

The Reiss-Davis Graduate School recognizes and accepts its obligations under Title III of the Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act (ADAAA) of 2009, and the Rehabilitation Act of 1973, to make provisions to qualified students with disabilities. No student shall, based on his/her disability, be excluded from participation in the PsyD program, unless it is demonstrated that providing accommodations would result in a fundamental alternation to the program. The Graduate School is committed to providing accommodations to qualified disabled students in the PsyD program.

Accommodations Process

A disability is defined as a physical or mental impairment that causes a limitation to one or more major life activities. Documentation of the disability is required from a qualified/certified diagnosing professional.

The accommodations process begins when a student contacts an RDGS staff or faculty member to request an accommodation. The RDGS representative will communicate the student's request to the Accommodations Coordinator and introduce the student to the Coordinator to begin the accommodation process. Students are required to complete the Reiss-Davis Graduate School Disability Accommodation Application and provide current documentation about the disability.

The Accommodations Coordinator will review the application with the student and will coordinate all communication with students, faculty, and administrative staff to determine if eligibility requirements are met, and then to determine the services available. Academic accommodations as a result of the accommodation request application are determined based on disability and individual need.

An academic adjustment may be requested at any time. It is best to apply as early as possible so that the request can be reviewed and implemented in a timely fashion. The Reiss-Davis Graduate School asks that requests be submitted a **minimum of six weeks** prior to the start of the term for which the accommodation is being requested. Note that accommodations are not retroactive and will not begin until the student has completed the entire accommodation process.

Temporary/Sudden Onset Need for Accommodations

The Reiss-Davis Graduate School recognizes that, similar to students with permanent disabilities, individuals may experience temporary injuries or short-term medical conditions that require accommodations as well. To request an accommodation for a



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temporary/sudden onset disability, please follow the process for requesting accommodations and submit the application as soon as the need occurs, preferably within 48 hours of the occurrence.

As with permanent disability accommodation needs, temporary/sudden onset needs for accommodations are not retroactive and will not begin until the student has completed the entire accommodations process. Because temporary accommodation needs can be urgent and documentation can come in various forms, students should contact the Accommodations Office with questions and/or urgent needs.

Process for Disability Accommodation(s)

- **Step 1 - Self-Disclosure** – An accommodation process is initiated by completion of a Reiss-Davis Disability Accommodation Application, which can be found on the Accommodations Office website. E-mail the completed application to the Accommodations Coordinator.
- **Step 2 - Documentation** – Documentation that is dated to no more than three years prior to the class start date is required from a qualified/certified diagnosing professional. If the documentation is older than three years, the student should consult with the Accommodations Coordinator.
- **Step 3 - Accommodation Negotiation** – The Graduate School is committed to providing equal access to the doctoral program; however, access does not assume equal result. Once the documentation is received, the Accommodations Coordinator will discuss the request with the student in person or by telephone. Be aware that requests for modifications to the academic environment may not fundamentally alter an educational program.
- **Step 4 - Communication** – Faculty member(s) and the student will be notified of the agreed upon accommodation(s) in writing.
- **Step 5 - Complaints/Grievances** – If there is a problem with (1) the requested accommodation(s); (2) obtaining the agreed upon accommodation(s); (3) the classroom environment; or (4) other difficulties, the student should consult with the Accommodations Coordinator.

NOTE: Information regarding your disability and resulting accommodation(s) is confidential and released strictly on a need to know basis to those providing accommodations.