



## The Reiss-Davis Graduate Center

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### STUDENT RIGHTS AND RESPONSIBILITIES – DISABILITY SERVICES

The Reiss-Davis Graduate Center 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, that prohibits discrimination on the basis of disability. The Graduate Center is required to provide *reasonable* accommodations to qualified disabled students in all institute programs and activities. No student shall be retaliated against for participating in any complaint procedure brought against The Graduate Center concerning alleged non-compliance with the Americans with Disabilities Act and Amendments (ADAAA) of 1990 and 2009.

Disability accommodation(s) is/are allowed upon **completion** of the Reiss-Davis Disability Request process requiring that you provide current documentation of your disability. The process culminates in a meeting with the Director of Disability Services for further discussion and negotiation of your request.

#### Process for Disability Accommodation(s)

- Step 1 **Self-Disclosure** – An accommodation process is initiated by completion of a Reiss-Davis Disability Accommodation Request form.
- Step 2 **Documentation** – Documentation is required from a qualified/certified diagnosing professional that is dated to no more than three years prior to class start date. If you have documentation older than three years please consult with the Director of Disability Services.
- Step 3 **Accommodation Negotiation** – The Graduate Center is committed to providing equal access to the doctoral program; however, access does not assume equal result. Once your documentation is received, the Director of Disability Services will discuss your request with you 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) will be notified of the agreed upon accommodation(s) in writing.
- Step 5 **Complaints/Grievances** – If there is a problem with (1) negotiating your accommodation(s); (2) obtaining your agreed upon accommodation(s); (3) the classroom environment; or (4) other difficulties, consult with the Director of Disability Services and/or complete a grievance form.

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