

GUIDELINES FOR STUDENTS WITH DISABILITIES

**Counseling & Career Development
St. Joseph's College New York
Brooklyn Campus
245 Clinton Avenue
Brooklyn, NY 11205
(718)-636-6822**

OVERVIEW OF DISABILITY SERVICES

POLICY

It is the policy of St. Joseph's College not to discriminate on the basis of a disability in its education programs, admission policies, employment policies, financial aid, or other school-administered programs. This policy is implemented in compliance with section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable federal and state statutes.

STUDENT RESPONSIBILITY – CLASSROOM ACCOMMODATIONS

Students with disabilities who have a need for classroom accommodations must file current documentation with the Office of Counseling & Career Development, located in Room 215 of Tuohy Hall. Students are encouraged to inform a counselor about the specific accommodations that they will need. A counselor will then be responsible for contacting the students' instructor(s) and informing them of the requested accommodations. All documentation presented by the student will be kept confidential and secured in a file within the Office of Counseling & Career Development.

The Office of Counseling & Career Development also recommends that a student communicate with their instructor(s) if they have any additional needs. They should make their own arrangements if they specifically need:

- 1) Additional testing time and/or quiet test location
- 2) A note-taker (a class member could volunteer for the task)
- 3) Voice recorders (it is the student's responsibility to provide the equipment, and to set up the physical arrangements in so far that is possible)
- 4) Any physical arrangements such as wheelchair accessibility

DISABILITIES

If you have a documented disability – physical, psychological, medical, or learning – which may impact your academic learning, please contact the Office of Counseling & Career Development at (718) 636-6822. A counselor will work with you to determine the appropriate accommodations. At your request, faculty members will be notified of these accommodations at the beginning of each semester.

ACADEMIC ASSISTANCE

The Academic Center is open to all students seeking academic assistance. The Center is located on the third floor of the library between the two computer labs: Room 306. For more information call: (718) 399-2154 or email: academiccenter-brooklyn@sjcny.edu

TECHNICAL EQUIPMENT ASSISTANCE

The Office of Counseling & Career Development will work with the Dean of Students and the Technology & Information Services Department to determine the technical equipment that can be provided.

ILLNESS/CRISIS

If a student is physically ill or injured, notify the Office of Student Life & Co-Curricular Activities. If a student appears to be having emotional or psychological difficulties, you may direct or bring the student to the Office of Counseling & Career Development. The office will contact Security as needed.

HANDICAPPED PARKING

Students should contact the Office of Student Life & Co-Curricular Activities to inquire about handicapped parking.

For further inquiries, please contact the Office of Counseling & Career Development:

Frank LaTerra, M.S.Ed., Director
Lillian Shmulevich, MA, Assistant to the Director

LOCATION: 245 Clinton Avenue
PHONE: (718) 636- 6822
E-MAIL: flaterra@sjcnyc.edu
lshmulevich@sjcnyc.edu

HOURS: Monday 9:00 am – 6:00 pm
Tuesday 9:00 am – 6:00pm
Wednesday 9:00 am – 6:00 pm
Thursday 9:00 am – 6:00 pm
Friday 9:00 am – 4:00 pm
Saturday 10:00 am – 2:00 pm *(at the end of each month)*

Counseling & Career Development
St. Joseph's College New York
Brooklyn Campus
245 Clinton Avenue
Brooklyn, NY 11205
(718)-636-6822

SERVICES FOR STUDENTS WITH DISABILITIES

If you are requesting classroom/academic accommodations because of a disability:

1. Submit documentation of your disability from a psychologist, physician, other appropriate health care providers, school, or rehabilitation agency such as VESID (Vocational and Educational Services For Individuals with Disabilities) or CBVH (Commission for the Blind and Visually Handicapped). Recent high school IEP's may be useful for additional information.

The documentation should include the following information:

- a. Diagnosis
- b. Nature of disability/limitations
- c. Expected duration of disability
- d. Statement of expected barriers/problems in a college environment
- e. Recommended accommodations and services

Documentation needs to be recent-no more than 5 years old for learning disabilities; 3 years for attention deficit hyperactive disorder; and 6 months for psychiatric disorders. Documentation should include the current impact of the disability on life activity and its functional impairment.

2. Fill out a Request for Disability Services Form (p.6) each semester. Include a copy of your schedule listing your faculty members and room numbers.
3. The Office of Counseling & Career Development will notify faculty members of your needs. It is your responsibility to speak with each professor and confirm your accommodations. This should be done within the first two weeks of each semester.
4. The Academic Center is open to all students seeking academic assistance. The center is located on the third floor of the library between the two computer labs: Room 306. For more information call: (718) 399-2154 or email: academiccenter-brooklyn@sjcny.edu

Students requiring accommodations in order to participate in co-curricular activities should make their special needs known to the Office of Student Life & Co-Curricular Activities.

Counseling & Career Development
St. Joseph's College New York
Brooklyn Campus
245 Clinton Avenue
Brooklyn, NY 11205
(718)-636-6822

Request for Disability Services

I, _____, hereby give permission to the Office of Counseling & Career Development to discuss my disability and academic needs with my professors and/or other college personnel, as needed, in support of my educational progress.

Name: _____

Date: _____

E-mail: _____

Phone: _____

I have supplied documentation verifying my disability and am requesting the following classroom accommodations:

- Note-taker-volunteer in class
- Use of voice recorder/calculator
- Extra time for tests/assignments
- Separate quiet location for tests
- Other _____

I am attaching a copy of my current schedule with faculty members and room numbers and have marked those faculty members who should be notified.

This form should be updated every semester

Reasonable Accommodations

Extended Time for Exams

Volunteer Notetakers

Distraction free environment for exams

Accessible classroom and seating

A reader for exams

A scribe for essay exams

Proofreading of drafts for papers

Extension of deadlines for written assignments if disability justifies and for requests made at the beginning of semester

Limited Testing Accommodations

Foreign Language Substitution waiver-taking sign language

Tape Recording Lectures

Use of a computer for word processing and requesting deadline extensions to allow for multiple drafts, editing and typing

Not a Reasonable Accommodation

Unlimited time for exams/Exams at a different time from the class (only under special circumstances)

Not taking notes myself, if possible, or skipping class or requesting copies of the instructor's notes

Only available with proper diagnosis

An "ideal" chair, table or location in the room-may need to make some compromises

Only with proper diagnosis; Clarification and rewording allowed for directions only. No definitions of vocabulary words

Scribe correcting grammar and wording. Scribe will write verbatim from dictation

Expecting proofreader to make grammar, spelling organizational or informational changes. Proofreader will mark errors only

Asking for an extension the day or week an assignment is due when it was assigned at the beginning of the semester

Alternate format for assignments or exams is almost never a reasonable accommodation. Do not request essay exams in lieu of multiple choice or vice versa

Only reasonable if supported by documentation of specific learning disabilities

Not asking instructor for permission

To request permission to do reports orally

Counseling & Career Development
St. Joseph's College New York
Brooklyn Campus
245 Clinton Avenue
Brooklyn, NY 11205
(718)-636-6822

Disability Referral Form

TO:

FROM: Counseling & Career Development

RE: NAME _____

CLASS _____

DATE:

Please be advised that the student named above has identified himself or herself as having the following disability:

Physical disability

Visual Impairment

Hearing Impairment

Learning disability

He/She has requested the following classroom accommodations:

Note-taker (Please ask for a volunteer in the class)

Use of voice recorder/calculator

Extra time for tests/assignments

Separate quiet location for tests/quizzes

Other (please explain) _____

If there are any questions, please contact:
Frank LaTerra, MS Ed., Director
Lillian Shmulevich, MA, Assistant to the Director

