

Office of Disability Services Registration and Documentation Guidelines

Students who wish to register with the Office of Disability Services (ODS) at the School of Visual Arts (SVA) must first complete a registration form and contact ODS to schedule an intake appointment. This appointment will allow ODS to assess the student's reported disability and their request for accommodation. Students should be prepared to discuss how their disability has affected their academic performance in the past as well as the accommodations they have previously received. Additionally, students will need to identify the accommodations they are requesting from SVA. In certain cases students will need to provide additional disability documentation from a qualified professional. If possible, students should bring these documents to their intake appointment. These documents should contain the following information:

- 1. A diagnoses of the disability or disabilities**
 - a. Including elaboration on the treatment, medications, assistive devices, and services prescribed or suggested
- 2. A list of the functional limitations that the student will experience in an academic environment as a result of the documented disability**
 - a. Including a description of the impact of the disability over time (ie. Is the impact permanent or temporary?)
- 3. Suggested reasonable academic accommodations related to the disability**

In addition to the information mentioned above, documentation should include the credentials of the diagnosing professional(s) and a date of when the evaluation was conducted.

Since disabilities vary, below are more specific criteria regarding the information that should be contained in supporting documentation of disability/accommodation. Provision of the supporting documents will assist the ODS staff in making decisions regarding the requested accommodations. Please note that IEP's or 504 Plans do not automatically qualify a student for accommodations and in some cases may not provide the information necessary to indicate a need for accommodations.

At times, ODS staff members will need to contact the student's doctor or the qualified professional who signed the provided documentation. In these cases, ODS will request the student to sign an "Authorization for Release of Information", which can be found on the ODS Website or in the ODS Office.

Confidentiality is highly important to ODS and SVA. Under disability law, students have the right to choose whether or not to self-disclose their disability. ODS will not release a student's disability status, documentation, or communications to individuals outside of SVA without explicit permission from the student. However, it is important to know that under disability law, colleges have the right to disclose a student's disability information to other faculty and staff members or service providers on a need-to-know basis. Additionally, ODS will disclose information regarding a student's disability in emergency situations which directly involve the students health and safety or the safety of another student. ODS staff will discuss with the student any questions they may have regarding confidentiality.

In Review, to register with ODS:

1. Students must first contact ODS to request an intake appointment
2. Students need to be prepared to talk about their disability/diagnoses, past experiences in academics, past accommodations, and the accommodations they are requesting from SVA.
3. Students may need to provide additional documentation of disability, functional limitations, and accommodations. This documentation must be signed by a qualified professional. It is helpful if a student has this documentation and can bring it to the initial intake appointment, although it is not required.

Information on Supporting and Accompanying Documentation:

Learning Disabilities and/or Dyslexia

An evaluation should follow these guidelines:

1. Be conducted by a professional who has comprehensive training in learning disabilities
2. Contain a clearly stated diagnosis
3. Be dated in a time frame that would represent the student's current level of functioning
4. Include a description of the functional impact of the disability, which specifies how learning is affected and the need for academic accommodations
5. Has test scores and assessments to show the nature and severity of the disability
6. Uses reliable and valid methods to assess the students level of functioning

Attention Deficit/Hyperactivity Disorder (ADHD) and Related Disorders

An evaluation should follow these guidelines:

1. Have a clear and specific diagnoses of ADHD and/or related conditions
2. Review and discuss the diagnoses, tests, questionnaires, interviews, and/or observations used to identify the disorder
3. Document how the disorder limits academic functioning along with a list of recommended academic accommodations directly related to the disability
4. Contain information on onset, longevity, and severity of symptoms
5. Be dated in a time frame that would represent the student's current level of functioning
6. Be conducted by a clinical psychologist, neuropsychologist, or psychiatrist

Psychological and Psychiatric Conditions

An evaluation should follow these guidelines:

1. Be conducted by a professional with appropriate training in diagnosing psychological and/or psychiatric disorders
2. Be dated in a time frame that would represent the student's symptoms and limitations related to the disability
3. Contain a DSM-IV diagnosis, including relevant historical information regarding initial onset, severity, prognosis, medication(s), and treatment
4. Provide a list of functional limitations and recommendations for accommodations

Limited Vision/Blind

An evaluation should follow these guidelines:

1. Include an ophthalmologic evaluation made by a qualified professional
2. Detail visual acuity representations for each eye and specific diagnosis, including a statement of legal blindness if appropriate
3. Provide a summary of the student's functional limitations as well as a list of recommended accommodations, including the need for adaptive equipment/assistive technology
4. Contain a statement regarding the student's preferred method of obtaining academic material, such as books and alternate format texts
5. Reflect the current visual limitations of the student

Hard of Hearing/Deaf

An evaluation should follow these guidelines:

1. Include a diagnosis based on an audiological evaluation conducted by a licensed audiologist
2. Contain a summary of the student's functional limitations and recommended accommodations, such as adaptive equipment/assistive technology and interpreting services
3. Provide a statement regarding the student's preferred means of communications, such as American Sign Language, Sign English, CART

Orthopedic/Mobility

An evaluation should follow these guidelines:

1. Contain a diagnosis from a qualified professional with appropriate training in diagnosing physical conditions
2. Describe the student's current level of functioning
3. Include severity of the disability, treatment, and prognosis
4. Provide a description of the functional limitations of the student in relation to the disability and recommendations for accommodations

Chronic Medical Condition

An evaluation should follow these guidelines:

1. Be conducted by a qualified health professional
2. Be dated in a time period that would reflect the student's current limitations and need for accommodations
3. Include a clear diagnosis, including severity, prognosis, and treatment
4. Identify medication, if any, and include information describing the possible impact of medication on academic performance
5. Provide a list of functional limitations in the academic environment and recommendations for accommodations

Temporary Disabilities

An evaluation should follow these guidelines:

1. Specify the medication condition or injury that is deemed temporary, yet disabling
2. Include expected date that the condition will no longer impact the person, or date of next medical evaluation
3. Be conducted by a qualified health professional

Disabilities Not Otherwise Specified

Students should first consult with ODS to discuss the type of documentation that may be necessary to receive accommodations.

Office of Disability Services (ODS) Contact Information:

Office Location:

School of Visual Arts
George Washing Residence-Mezzanine
23 Lexington Avenue (Lexington Avenue/23rd Street)

Mailing Address:

School of Visual Arts
Attn: Office of Disability Services
209 West 23rd Street
New York, NY 10010

E-mail: DisabilityServices@sva.edu

FAX: (212) 592-2899

Website: <http://www.sva.edu/student-life/student-affairs/disabilityservices>

ODS Staff:

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