

## HOLY FAMILY UNIVERSITY COUNSELING CENTER & DISABILITY SERVICES

Holy Family University provides reasonable accommodations to otherwise qualified students with a documented disability (physical, psychological, learning, AD/HD, etc.) in accordance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. An office to facilitate accommodations for students with disabilities is located on the 2<sup>nd</sup> floor, Room 222, of the Campus Center (215-637-7700, ext. 3231). Students with disabilities (physical, learning, psychological, AD/HD, etc.) who intend to seek accommodations should contact this office for assistance.

### **DOCUMENTATION: What is it?**

Documentation is a recent comprehensive evaluation by a qualified professional that clearly states your disability and describes the functional limitations of your disability. It includes comprehensive educational, developmental and medical history relevant to the disability for which you are seeking accommodations, and the tests and assessments that were used to determine and diagnose your disability. Documentation will include specific recommendations by the professional certifying your disability for the types of academic adjustments and accommodations you might need in a college environment. It explains why certain accommodations would be helpful for you with your specific disability. For learning disabilities and ADD/ADHD, documentation should include a comprehensive psycho-educational evaluation. The qualified professional who evaluates your disability signs the report on official letterhead and sends it to the Disability Office. S/he is welcome to contact the Disability Office with general questions about what should be included. **PLEASE NOTE: An IEP is not sufficient documentation for most disabilities.** Documentation should be comprehensive and should:

1. Clearly state the diagnosed disability or disabilities;
2. Describe the functional limitations resulting from the disability or disabilities;
3. Be current (i.e., within the last 5 years for learning disabilities, 6 months for psychiatric disabilities, or the last 3 years for other disabilities. \*\* Please note: This does not apply to physical and/or sensory disabilities that are of a permanent or unchanging nature);
4. Include comprehensive educational, developmental, and medical history relevant to the disability(ies) for which you are seeking accommodations and/or academic adjustments;
5. Include evaluation dates, a listing of all the tests that were administered (this does not apply to physical/sensory disabilities of a permanent or unchanging nature), and relevant test or subtest results and scores that indicate the presence of a disability;
6. Describe the specific accommodations/academic adjustments being requested and adequately support why each of the requested accommodations and/or academic adjustments are needed given the particular disability;
7. Be typed or printed on official letterhead, signed and dated by the evaluator who is qualified to make the diagnosis and certify the presence of the disability.

Student requests for accommodations are reviewed on a case-by-case basis by the Eligibility Committee for Disability Services. When any of the above is missing, the committee may request this information from you so it can complete its review. For more information, contact:

**Disability Coordinator, Holy Family University**  
**9801 Frankford Avenue, Campus Center - Room 222**  
**Philadelphia, PA 19114-2094**  
**267-341-3231**  
[zgingold@holyfamily.edu](mailto:zgingold@holyfamily.edu)

**HOLY FAMILY UNIVERSITY  
COUNSELING CENTER & DISABILITY SERVICES  
FOR STUDENTS**

**DISABILITY SERVICES INFORMATION SHEET**

Holy Family University provides reasonable accommodations to otherwise qualified students with a documented disability (physical, psychological, learning, etc.) in accordance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. An office to facilitate accommodations for students with disabilities is located on the 2<sup>nd</sup> floor, Room 222, of the Campus Center (215-637-7700, ext. 3231). Students with disabilities (physical, learning, psychological, AD/HD, etc.) who intend to seek accommodations should contact this office for assistance.

**SOME FREQUENT QUESTIONS:**

- [If I contact the Disability Office, does that mean I am admitted to Holy Family University?](#)

No. You must apply for admission through the Admissions Office. The Disability Office can assist you if you have questions about accommodations and documentation needs.

- [Will I automatically receive academic adjustments/accommodations at college if I had them in high school?](#)

No. College differs from high school – you will need to contact the Disability Office to inform us if you need accommodations. You will also need to provide the appropriate documentation indicating your disability and recommended accommodations. Your request for specific accommodations (each semester they are needed) with your documentation will get us started.

- [What is documentation?](#)

Documentation is a recent evaluation by a qualified professional that clearly states your disability and describes the functional limitations of your disability. It includes educational, developmental and medical history relevant to the disability for which you are seeking accommodations, as well as the tests and assessments that were used to determine and diagnose your disability. Documentation will include specific recommendations by the professional certifying your disability for the types of academic adjustments and accommodations you might need in a college environment. It explains why certain accommodations would be helpful for you with your specific disability. The professional who evaluates your disability signs the report on official letterhead and mails it to the Disability Office. The Disability Office can provide guidelines about the type of information that should normally be included in documentation provided by a professional certifying your disability to make sure the important information is included in his/her report.

- [When should I request accommodations?](#)

You should request accommodations as soon as possible. It may take time to obtain or to arrange the accommodations you need. Last minute requests could delay our ability to get an accommodation for you, so it is essential to be prompt. It is also important to know that accommodations are not retroactive. This means that accommodations are not provided before the time in which they are requested. If you decide to request accommodations after the semester has started, that is okay but it will not change the grades you received during the time you did not seek accommodations.

- Will I have to pay for accommodations?

A student with a disability is not charged for necessary accommodations. The Center for Academic Enhancement provides academic support for all students including students with disabilities, but if you want to hire a private tutor, you will need to pay for that service on your own. Personal care is also a need for which you are responsible.

- Who will determine my accommodations and how will my teachers know what I need?

Initially, the Eligibility Committee for Disability Services will review your documentation and identify reasonable accommodations that Holy Family University can provide to you. If you request additional accommodations after your initial request, the Eligibility Committee will review your new request. Each semester that you desire accommodations, you will bring a copy of your roster to the Disability Office. This office will provide you with letters to take to your teachers that outline the accommodations for which you are eligible. Don't worry – the letters don't say what your disability is – that is up to you to share with your professors if you want to do so. We encourage you to maintain regular contact with your professors to discuss your accommodations as needed. The Disability Office can also help if there is a question or concern about your accommodations that needs to be resolved.

- What if there is a problem?

We want you to have a positive experience while you are at Holy Family University. In the case that you have a concern, we encourage you to speak to the individual involved and or the Disability Coordinator to resolve the situation. Grievance procedures are outlined in the *Holy Family University Student Handbook*.

- What should I do next?

If you are interested in receiving accommodations, contact the Disability Office to discuss your specific needs. You can talk with someone about the documentation you will need to provide and how to begin the process.

College is an exciting time! We wish you the best as you start this next phase in your life!

For more information, contact:

**Disability Coordinator**  
**Holy Family University**  
**9801 Frankford Avenue, Campus Center – Room 222**  
**Philadelphia, PA 19114-2094**  
**267-341-3231**  
[zgingold@holyfamily.edu](mailto:zgingold@holyfamily.edu)