

ROWAN UNIVERSITY

DOCUMENTATION OF DISABILITY

Students with disabilities who are seeking special services from Rowan University must follow the procedures outlined below in order to receive accommodations under Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990.

Learning Disability

Students are required to submit documentation to the Office of Specialized Services to verify eligibility to receive services. This documentation must be current (within three years), must be conducted by qualified professionals, and must include the following*:

1. Aptitude Assessment: The Wechsler Adult Intelligence Scale-III is the preferred instrument. Group intelligence tests, the Slosson Intelligence Test and the Kaufman Brief Intelligence Test are **NOT** appropriate.
2. Achievement Assessment: Current levels of reading, mathematics, written language are required. Preferably, a certified Learning Disabilities Teacher/Consultant should administer tests. Acceptable instruments include the Woodcock-Johnson Psycho-Educational Battery-Revised or the Wechsler Individual Achievement Test for age appropriate students. The Wide Range Achievement Test is **NOT** a comprehensive measure of achievement.
3. Information Processing: Specific areas of information processing (e.g., short and long-term memory; sequential memory; auditory and visual perception/processing; processing speed, etc.) must be assessed. Information from subtests on the WAIS-III or the Woodcock-Johnson Tests of Cognitive Ability as well as other instruments relevant to the presenting learning problem(s) may be used to address these areas.

* Students with ADD or ADHD are required to have their doctor fill out a Rowan University ADHD verification form.

Psychological/Psychiatric Disorders

Students are required to submit documentation to the Office of Specialized Services to verify eligibility to receive services. The documentation must be current (within one year) and must include the following:

1. Diagnosis: A diagnosis must be given by a qualified professional (psychologist, counselor or psychiatrist) indicating the need for services.
2. Treatment/Recommendations: A program of treatment must be prescribed in order for the University to provide appropriate accommodations.

All Other Disabling Conditions

Students with disabilities other than those mentioned above must also submit documentation to the Office of Disability Resources to verify eligibility to receive services. The documentation must be from the physician who has diagnosed and treated the student. **The documentation must be current (within three years) and should be typewritten on the physician's letterhead and include the diagnosis, prognosis, and recommendations. The letter should certify the condition as a disability as defined in section 504 of the Rehabilitation Act.** Temporary disabilities require yearly updated documentation. This information is required to develop an appropriate Accommodation Plan.