

Lynn University ADA Accommodations Application

Request for Accommodations

Contact Information:

ADA Coordinator- Matthew Roche

Phone: 561-237-7728

Fax: 561-237-7960

Email: mroche@lynn.edu

Website: https://my.lynn.edu/ICS/LifeatLynn/Free-form_Content.jnz

Location: Green Center in the Office of General Counsel

Office Hours: Monday-Friday (9:00 am-5:00 pm)

***Please email to schedule accommodations appointments**

Lynn University prides itself on offering a collegiate experience that is accessible, equitable, and inclusive in nature. The Office of Compliance through the ADA Coordinator offers reasonable accommodations to Lynn University community members with diagnosed disabilities and learning differences to ensure an enjoyable learning, living, and working environment for all community members. In addition, the Office ensures compliance with all federal requirements relating to disability services.

Students wishing to utilize ADA Accommodations while at Lynn University must complete this comprehensive ADA Accommodations application and submit it to the ADA Coordinator. The following are a list of important aspects of ADA Accommodations:

- In the collegiate setting, students must self-advocate to receive accommodations of any nature.
- Lynn University is not on notice of a diagnosed disability until it is disclosed by the student to the ADA Coordinator or the Institute of Achievement and Learning.
- Accommodations are granted after a comprehensive review of the accommodation application and accompanying medical documentation, which is submitted via the current treating physician, psychologist, neuropsychologist, or psychiatrist.
- Diagnosis documentation may not be conducted or provided by a family member.
- It is strongly recommended that students obtain accommodations at the beginning of the academic semester, as accommodations are not retroactive.
- Accommodations are not in effect until the signed accommodation form is submitted to the professor of each individual course and the signature page is returned to the ADA Coordinator.
- Upon receipt of an approved accommodation sheet, faculty members must comply with the accommodations provided by the ADA Coordinator.
- Students are responsible for renewing their ADA accommodations each semester that they wish to receive accommodations.
- ADA accommodations are not retroactive in nature; therefore, approved accommodations are only applicable from the date a professor receives the approved accommodation sheet.
- If there is an issue regarding ADA accommodations, the student is expected to bring the issue to the ADA Coordinator, as soon as they become aware of the issue.
- Failure to provide approved ADA accommodations falls under the University's ADA Grievance Policy, but if a grade is being contested simultaneously, students must meet the timeframe requirements to file an academic appeal.

Obtaining ADA Accommodations

In order to obtain ADA Accommodations at Lynn University, students must follow the following procedures:

1. Complete the ADA Accommodations application, which can be found at https://my.lynn.edu/ICS/LifeatLynn/Free-form_Content.inz or can be picked up in Admissions or the ADA Coordinator's Office in the Green Center.
2. Return completed ADA Accommodations application to the ADA Coordinator in the Green Center or via email at mroche@lynn.edu.
3. Submit medical documentation that meets the documentation guidelines set forth in the ADA Accommodations application to the ADA Coordinator.
4. Set up an initial meeting with the ADA Coordinator, who will contact student within 10 days of receiving the application, to discuss potential accommodations that are available.
5. The ADA Coordinator and the student will sign the approved accommodations sheet at the close of the initial meeting.
6. Make copies of the sheet to provide to professor of each course. Insert the course instructor in the blank space provided at the top of the document.
7. Provide each professor with a copy of the approved ADA accommodations sheet. Additionally, have the professor sign, date, and place the course number on the signature sheet that will be provided by the ADA Coordinator.
8. Once all professors have signed the signature sheet, the student must return the form to the ADA Coordinator for record of the approved accommodations.

Each semester the student must renew accommodations. A renewal does not require another completed ADA Accommodations application packet, unless there has been changes in the medical diagnosis since the original application. The process upon receiving the approved accommodations sheet will be the same as at the beginning of each school year. The following is the process for renewal:

1. Each semester, including J-term, students must obtain new approved accommodation sheets from the ADA Coordinator.
2. For J-term, Spring semester, and Summer semesters students arrange a pick up time for approved accommodation sheets from the ADA Coordinator, via emailing the ADA Coordinator.
3. Each Fall semester, students must set up a meeting with the ADA Coordinator to discuss the previous year's accommodations and create a new accommodation sheet for the upcoming year.

Lynn University Documentation Guidelines

Students requesting ADA accommodations at Lynn University are required to submit documentation, in addition to the ADA accommodations application, to determine eligibility in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and amendments. The following guidelines are provided in the interest of assuring that documentation is complete and accurate. The ADA Coordinator or IAL ADA Academic Specialist reserve the right to determine accommodations based on the quality, relevancy, and completeness of the documentation submitted.

While not all documentation will be uniform, the following are general guidelines for documentation for Lynn University:

- All medical documentation submitted for consideration must be printed on official letterhead from the current treating psychologist, psychiatrist, or physician (hereinafter physician). The letterhead should include the physician's name, title, professional credentials, date, and a signature. The treating physician must not be a family member of the student.
- The treating physician must also include licensure number and area of specialization.
- All documentation or testing must be within the past three years, or the ADA Coordinator reserves the right to request new documentation.
- All documentation must include what the physician is treating the student for, including an explanation of the diagnosis. Any documentation that is unclear or vague will not be accepted to provide accommodations.
- For psychological or psychiatric disabilities, documentation must be in the form of a psychological educational or neuropsychological evaluations, and include the diagnosis found in the American Psychiatric Association Diagnostic and Statistical Manual of Mental Disorders (DSM-5).
 - Psychological exams should include, at a minimum, a diagnostic interview summary, test results, a clinical summary, recommendations for accommodations, and a description of how the accommodations will assist the student during their time at Lynn University.
- Documentation must include the functional limitations that the disability has on the student related to the accommodations sought (i.e. academics and housing).
- In addition to stating the limitations, the documentation should also provide a description as to the effect the functional limitations will have in an academic and residential setting, if applicable.
- Documentation should include any recommendations of accommodations that the physician believes would benefit the student.
 - If a physician includes recommendations, the documentation should also include reasoning as to why the recommendations would benefit the student.
- Documentation should include any medications being taken for the disability, dosage, and potential side effects.
- Insufficient documentation includes: high school IEP, prescription pad notes, handwritten letters, documentation without treating physician credentials, vague documentation, or documentation with missing or redacted pages.

Rights & Responsibilities

Students receiving disability services from Lynn University have certain rights that must be honored by University staff and faculty to ensure full and equal participation at Lynn University.

- Each and every student at Lynn University has equal access to educational opportunities
- Each student is entitled to equal and fair treatment by University employees
- Students receiving disability services have a right to expect effective communication from the ADA Coordinator and/or the ADA Academic Specialist
- Upon receiving medical documentation, students can expect to receive timely services (initial contact within 5 business days) and accommodations that reflect educational access needs.
- Lynn University will maintain medical records and documents securely and honor confidentiality requirements.

In order to obtain disability service accommodations, students also have several responsibilities that must be adhered to.

- Students must self-identify as having a diagnosed medical disability.
- Students must provide documentation, in accordance with the documentation guidelines, in order to receive accommodations.
- Students must self-advocate their needs for accommodations.
- Students must openly communicate with the ADA Coordinator about their needs.
- Students receiving disability services must meet with the ADA Coordinator or ADA Academic Specialist each year to continue receiving ADA accommodations.
- Students are responsible for providing professors with their approved ADA accommodations sheet.
- Students must have each professor sign a separate signature sheet when they providing professors with the accommodations sheet, each professor that the accommodations sheet is provided to must sign the signature sheet to show proof that they have received the accommodations. Once all professors have signed the signature sheet, the student must return the signed sheet to the ADA Coordinator in order for accommodations to be in effect.
- Students must report issues with accommodations to the ADA Coordinator, while also attempting to work out the issue with the faculty member involved.
- Students are expected to adhere to all University policies.

Student Signature

Date

ADA Accommodation Request Form

Name (First, Middle, Last): _____

Preferred Name: _____

Cell Phone Number: _____

Lynn University ID Number: _____

Date of Birth: _____

Lynn University Email Address: _____

Date of initial enrollment at Lynn University: _____

Current Standing (Freshman, Sophomore, Graduate Student, etc.): _____

Major: _____

Current Medications and dosage: _____

Diagnosed Disability(s): _____

Limitations disability(s) has/have on student's ability to function at Lynn University:

Please describe the reasonable accommodations requested/desired:

***Please submit medical documentation with this form to the ADA Coordinator in order to make a determination of accommodations.**

Student Signature

Date

Please submit this form and
documentation to ADA Coordinator
Matthew Roche at mroche@lynn.edu

Lynn University does not discriminate on the basis of race, color, gender, national origin, disability or age in its programs and activities. In accordance with Title IX of the Education Amendments of 1972, Lynn University does not discriminate on the basis of sex. Inquiries concerning the application of the non-discrimination policy may be directed to the University Compliance Officer/Title IX Coordinator at 3601 N. Military Trail, Boca Raton, FL 33431; via email at titleixcoordinator@lynn.edu; by phone at +1 561-237-7727 or to the U.S. Dept. of Education OCR.

ADA Housing Accommodation Request

One possible accommodation that Lynn University is able to offer students is a housing accommodation. Students that have documented disabilities are able to apply for a housing accommodation at Lynn University. Accommodations will be offered on a first-come, first-served basis. A housing committee consisting of the Director of Housing and Residence Life and the ADA Coordinator will review all applications and make a determination of the housing request on a case-by-case basis. In order to be considered for a housing accommodation, students must complete this form as well as submit documentation from a current treating psychologist, psychiatrist, or physician that shows how a housing accommodation is needed to thrive at Lynn University.

Please understand that housing accommodations are date stamped upon receipt to ensure fairness in the process, as housing accommodations will be offered on a first-come, first-served basis. Lynn staff recommends submitting accommodations at the student's earliest convenience, after acceptance and post deposit, since ADA accommodations are based upon limited availability. If the initial decision is not satisfactory, students are welcome to appeal the decision by submitting a formal letter appealing the housing decision, which is submitted to Matthew Roche, who will provide all previously submitted documentation and the appeal to the Housing Appeals Officer. With the appeal, students are asked to submit any additional documentation that would show the appeals officer a demonstrated need for an ADA housing accommodation.

A new housing accommodation request must be submitted each year to be considered for a housing accommodation. However, after the first year request, no additional medical documentation is required unless a change in diagnosis occurs, that results in new housing needs. ADA Housing Accommodation Requests should be received by March 1 for returning students and June 1 for new students. Requests received after this date will be reviewed, but likelihood of receiving an accommodation decreases due to limited availability of ADA medical singles on campus.

The documentation that is submitted with this Request form should include the following from a treating physician:

- Submitted on formal letterhead from the treating physician
- Include the treating physician's signature and license number
- Include a formal diagnosis
- Include recommendations/needs for housing accommodations
- Include how these recommendations would allow student access to housing

Student Name: _____ ID #: _____

Class Year (Freshman-Senior): _____

Cell Phone Number: _____

Academic Year requesting accommodation for: _____

Diagnosed Disability(s): _____

Diagnosing Physician/Diagnostician: _____

Physician/Diagnostician Address: _____

Physician/Diagnostician Phone Number: _____ Fax: _____

1. Please explain the difficulties that your documented disability creates in a residential setting:

2. Please select the housing accommodation that you are seeking from the below list:
 - ADA medical single
 - Wheelchair accessible room
 - Room with attached bathroom
 - Building with an elevator
 - First floor room
 - Designated Roommate (other student must also submit a request to the Director of Housing and Residence Life stating a roommate preference): _____
 - Other: _____

3. Please explain how these selected accommodations would better allow you the ability to access and function in Lynn University housing: