

## Documentation Policies

It is necessary for the student to provide current documentation according to the written guidelines regarding the disability. Documentation should indicate that the impairment is a disability that substantially limits a major life activity. School plans such as an Individualized Education Program (IEP) or a 504 Plan are useful but do not provide sufficient documentation to establish the rationale for accommodations. All files and information are confidential.

Documentation policies are specific in reference to the particular disability. Students who have a Learning Disability (LD), Attention-Deficit Disorder (ADD), or Attention-Deficit/Hyperactivity Disorder (ADHD) are requested to have documentation that is current within five years. Students who suffer with a Psychiatric Disability are requested to have documentation that is current within three years. Lastly, a student who may suffer a physical impairment is required to produce a form of documentation; however, we do not require a time limit for physical impairment credentials.

*All documentation is confidential and should be submitted to Holly Anne Sanborn in the **Academic Center for Excellence (ACE)**. If you have questions regarding our documentation policy and guidelines, please visit our website at [www.sjcme.edu/ACE/ADA-accommodations/](http://www.sjcme.edu/ACE/ADA-accommodations/)*



### ACE Hours:

#### Monday - Friday

7:30 a.m. - 4:30 p.m.  
Evening hours vary  
and by appointment

### ADA Accommodations Testing Hours:

#### Monday - Thursday

8:00 a.m. - 4:30 p.m.

#### Friday

8:00 a.m. - 12:00 p.m.

### For More Information, Please Contact:

#### Holly A. Sanborn

Associate Director, ACE  
Manager, ADA Accommodations

[hsanborn@sjcme.edu](mailto:hsanborn@sjcme.edu)

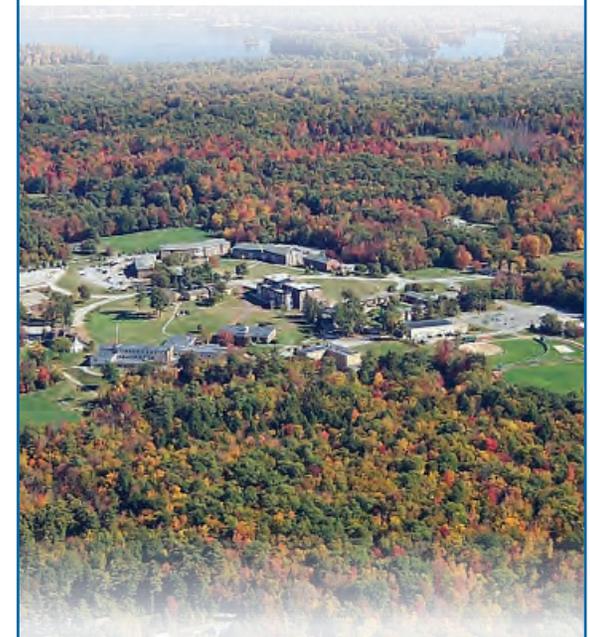
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309 Harold Alfond Hall  
Saint Joseph's College  
278 Whites Bridge Road  
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SAINT JOSEPH'S  
COLLEGE



## ADA Accommodations Academic Center for Excellence (ACE)

Room #309, Harold Alfond Hall  
[www.sjcme.edu/ACE/ADA-accommodations/](http://www.sjcme.edu/ACE/ADA-accommodations/)

## ADA Accommodations Policy Statement

Saint Joseph's College is committed to providing equal education opportunity and full participation for students with disabilities. It is the College's policy that no qualified person be excluded from participating in any college program or activity, be denied the benefits of any college program or activity, or otherwise be subject to discrimination with regard to any college program or activity

Toward this end, and in conjunction with the Americans with Disabilities Act and Section 504, the College accepts and provides reasonable accommodations for qualified students with various types of disabilities.



## Procedures for Accessing Accommodations

Students with disabilities who need accommodations and services must follow these procedures:

The student makes contact with the ADA Accommodations Manager upon admission to Saint Joseph's College to receive the guidelines for documentation of a disability. The ADA Accommodations Manager explains to the student the College's policies and procedures regarding accommodations.

Based on the nature of the disability, according to the documentation, reasonable accommodations are determined by the ADA Accommodations Manager.

Determination of accommodations is provided to the student in writing.

The student has the responsibility to inform and provide his/her faculty of the agreed upon accommodation(s) in writing.



## ADA Accommodations Services Provided

Depending upon the specific needs of the student, those who have been awarded accommodations through ACE can access one or all of the following services:

### In Class Accommodations:

- Note taker
- Reader
- Prepared materials before class, if available (notes, outlines, study guides, etc.)
- Tape recorder
- Calculator
- Extended time (for extreme circumstances, in order to complete course or assignments)

### Exam Accommodations:

- Extended time (1 ½ time) (50%)
- Double time (100%)
- Separate quiet setting
- Reader
- Scribe
- Calculator
- Computer

