

Howard University, Division of Student Affairs
Office of Student Services
Disability Services
Howard Center, Suite #725
225 Georgia Avenue NW
Washington, DC 20059
(202) 238-2420 P (202) 588-9755

Self Identification of Disability Form

Howard University is committed to providing access and reasonable accommodations to persons with documented disabilities in accordance with the American with Disabilities Act (ADA) of 1973 and other relevant federal, state and local disability and anti-discrimination laws. The University, through its Disability Services Program will coordinate and provide services to assist students with disabilities maximize their educational potential through their awareness of available resources.

RELEASE OF INFORMATION

I, _____
(print name)

Hereby permit the Office of Student Services to release information to appropriate University personnel, to aid in the consideration and implementation of disability accommodations. This may include: medical information, academic information and diagnostic testing/evaluation results. I understand that I may cancel this permission at any time by informing the Office of Student Services in writing. Otherwise, the permission will expire one year after completion of services provided through the Disability Services Program. I understand that all materials supporting my request for accommodation are confidential.

Student Signature: _____ Date: _____

Please Complete the Following Information

First Name:_____ Last Name:_____

Local Address:_____

City:_____ State:_____ Zip Code:_____

Phone/TTD:_____ Email:_____

HUID:_____ School/College:_____

Major:_____ Classification:_____ GPA:_____

Academic Advisor_____

Identify Disability

Blind/Visual Impairment_____ Mobility/Physical Impairment_____

Deaf/Hearing Impairment_____ Psychiatric Illness_____

Speech Impairment_____ Chronic Illness_____

Specific Learning Disability_____ Paralysis_____

Attention Deficit Disorder_____ Missing Externalities_____

Other_____

Requests for accommodation will be considered from a student with disability to the extent that the accommodation does not fundamentally alter the nature of Howard University's academic program or represent an undue hardship to the University. Howard will not pay costs incurred in obtaining the required documentation. Howard will work with a student and their doctor to try to accommodate requests or provide alternatives, however, not every request can be accommodated.

Disability accommodations cannot be considered without appropriate and sufficient medical/diagnostic documentation from a physician or diagnostician. Medical/diagnostic documentation must be on a physician's letterhead, dated and signed. Letter must include:

Diagnosis, nature of disability, outline of limitations, duration and the doctor's recommended accommodations.

Documentation for learning disabilities must be recent, no more than five (5) years old. And include: specific diagnosis and a summary report from a qualified professional and scores of test battery administered tests, Quantitative Intelligence or Cognitive Ability Test Score, Quantitative Achievement Test Score, Standardized Achievement Test Score in specific area, ie. Reading, math, written expression, along with the doctor's recommended accommodation(s)

Emergency Contact Information:

Name: _____

Address: _____

Telephone: _____ Mobile: _____ E-mail: _____

Relationship to Student: _____

Student Signature: _____ Date: _____

Howard University

Students with Disabilities Services Guide

Eligibility Requirements

In accordance with the Americans with Disabilities Act (ADA) of 1973 and other relevant federal, state and local disability and anti-discrimination laws, students with documented disabilities will receive reasonable accommodations, as prescribed by a licensed physician. The services will be provided to assist students with disabilities maximize their educational potential. The students are provided accommodations from the date of the receipt of the medical/diagnostic documentation. Current disability documentation supporting the disability and the requested accommodations must be provided and presented on the physicians' letterhead. The accommodations and services provided are not retroactive.

STUDENTS REGISTERING FOR SERVICES AND RESOURCES

The Office of Disability Service requires enrollment documentation for each semester for which accommodations are requested and the following must be completed:

- ✓ Complete the Disability form.
- ✓ Submit the documentation from a licensed physician that includes the diagnosis and requested accommodation(s).
- ✓ Submit unofficial transcript.
- ✓ Submit the Student detailed class schedule for the current semester to the disability coordinator.
- ✓ Submit the email addresses for all professors.
- ✓ Provide the accommodation letter to all professors.
- ✓ Return the receipt form for the letter of accommodation from each professor.
- ✓ Contact the Disability Coordinator, before an absence for which you intent to seek an accommodation, requesting an opportunity to make up missed assignments and examinations. Documentation for absences are not made by this office. It is the discretion of the professor to allow the work to be completed after an absence. This office does not make requests for incomplete grades.
- ✓ Contact the Disability Coordinator when experiencing any difficulty or challenge.

OFFICE OF DISABILITY SERVICES

The Disability Coordinator will complete the following:

- ✓ Review documentation for completeness and eligibility for services and accommodations.
- ✓ Provide a letter to faculty requesting the recommended accommodation(s).
- ✓ Contact professors when there will be an absence, seeking the approval for the student to complete the missed assignments and examinations. Letters are not provided for students after an absence for which this office has no knowledge.
- ✓ Provide or arrange reasonable accommodations for services and resources.
- ✓ Consult with professors and staff to address any questions about or challenges faces because of the disability, as students are not required to disclose the disability to faculty or staff.

FACULTY

The faculty will complete the following:

- ✓ Identify and establish standards for courses and academic programs
- ✓ Verify through the Office of Disability Services, the eligibility for an nature of accommodations before provision of accommodations occurs.
- ✓ Provide testing and classroom accommodations.
- ✓ Request assistance and resources from the Office of Disability Services.
- ✓ Evaluate students solely on the basis of their academic performance.
- ✓ Work with the student and the Office of Disability Services to ensure the provision of reasonable accommodations.
- ✓ Foster an accessible learning environment to all students.
- ✓ Address concerns about disabilities and related accommodations to the Office of Disability Services.

STUDENT REQUEST FOR REASONABLE ACCOMMODATIONS

1. What is the type of disability that limits one or more of your major life activities?
2. Please describe the nature and extent of your disability. Describe the limitations imposed by your disability and how those limitations interfere with your ability to meet a specific academic requirement(s).