

LIM

COLLEGE

Accessibility Services

HANDBOOK

2023-2024

Accessibility Services Handbook

A Guide for Students, Faculty, and Staff



Focrun Nahar, Assistant Director of DEI and Accessibility
Maxwell Hall, 216 East 45th Street, Mezzanine Level
New York, NY 10017
accessibility@limcollege.edu

Table of Contents

Hours of Operation & Staff Contact Information	3
DEFINITIONS.....	4
CONFIDENTIALITY	5
GUIDING PRINCIPLES.....	5
GUIDELINES FOR REQUIRED DISABILITY DOCUMENTATION.....	6
SAMPLE ACCOMMODATIONS	7
Exams: Extended testing time	7
Exams: Alternate location	7
Exams: Use of a computer or assistive technology	7
Copies of Class Notes	7
Textbooks, Publications, or Class Materials in Alternate Formats	8
Assistive Technology	8
Special Housing	8
Service Animals.....	9
DISTANCE LEARNING.....	10
EXPERIENTIAL EDUCATION	10
STUDY ABROAD.....	10
THE ROLE OF FACULTY.....	11
GRIEVANCE PROCEDURE FOR STUDENTS WITH DISABILITIES	12
REQUIRED ACADEMIC FORMS AND LETTERS, explained.....	13
Form A: Accessibility Services Intake Form – Student Section	13
Form B: Accommodation Letter	13
Form D: Request for Books in Alternative Format.....	13
Form E: Proctor Request Form.....	14
Form F: Testing Affidavit.....	14
REQUIRED HOUSING FORMS	14
Form H: Request for Reasonable Accommodation in LIM College Housing.....	14
Form I: Service Animal in LIM College Housing	14
Form J: Emotional Support Animal (ESA) in LIM College Housing	14
SAMPLE Required Forms	15
Form A: Accessibility Services Intake Form – Student Section	16
Form D: Request for Books in Alternative Format.....	19
Form E: Proctor Request Form.....	21
Form F: Testing Affidavit for Scribe.....	22
Form H: Request for Reasonable Accommodation in LIM College Housing	24
Form I: Service Animal in LIM College Housing	29
Form J: Request for Emotional Support Animal (ESA) in LIM College Housing.....	34

INTRODUCTION

As part of the LIM College community, the Assistant Director of DEI and Accessibility is delighted to offer this guidebook to help navigate through the process of working with students with disabilities on campus.

Under the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008(ADAAA), and applicable provisions of Section 504 of the Vocational Rehabilitation Act of 1973, all students with or without disabilities are entitled to equal access to the programs and activities of LIM College. If a student believes that they have any condition that may interfere with their ability to access and/or participate in the activities, coursework, testing and assessment, or other requirements of a course, they may be entitled to non-retroactive accommodations.

The assistance of all members of the LIM College community in providing reasonable and appropriate accommodations for students with disabilities is necessary in order for these students to participate with full equal access. Consulting with a student on how they best learn, using available LIM College resources, and collaborating with the accessibility services staff are just some examples of how the assistance of the community can be most effective.

This guide was created by the accessibility services staff to assist in building effective working relationships with students with disabilities at LIM College. Please direct any questions or concerns regarding accessibility needs and/or academic accommodations to the Assistant Director of DEI and Accessibility; together we will work to meet these needs to the best of our ability for the benefit of all involved.

Hours of Operation & Staff Contact Information

Maxwell Hall, Mezzanine Level
216 East 45th Street,
New York, NY 10017-3304
Phone: 646-388-8439
Fax: 212-750-3514
Email: Accessibility@limcollege.edu
Hours of Operation: Monday-Friday 9:00 a.m. - 5:00 p.m.

Focrun Nahar
Assistant Director of DEI and Accessibility
focrun.nahar@limcollege.edu

DEFINITIONS

Title III, Section 202 of the Americans with Disabilities Act (ADA) of 1990 provides: “No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, programs or activities of any public entity, or be subject to discrimination by any such entity.” LIM College is deemed a public entity under the law.

Section 504 of the Vocational Rehabilitation Act of 1973 (Section 504), as amended provides: “No otherwise qualified, handicapped individual in the United States...shall solely, by reasons of their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...”

Student: A person enrolled at LIM College.

Student with a Qualifying Disability: A student determined to: 1. Having an impairment that substantially limits one or more major life activities; or 2. Have a record of such an impairment; or 3. Be regarded as having such an impairment.

Reasonable Accommodations: Those modifications to programs, policies, practices, procedures (including student testing/assessment) that enable a qualified student with a disability to have equal access to LIM College programs and services and which permit the student to demonstrate their knowledge and skill competitively. Final determinations of reasonable accommodations are made on a case-by-case basis by the accessibility services staff in collaboration with the student and faculty as warranted. Accommodations are not regarded as reasonable if they pose a great burden or undue hardship to LIM College and/or fundamentally alter the structure of the class requirements. Some examples of reasonable accommodations are extended time on exams, exams in a separate location, and books in alternate formats.

Accommodation Plan: A written plan that is developed by accessibility services staff and the student which details specific student entitlements in the form of modifications and/or accommodations to course testing, curriculum, or access to college programs. An accommodation plan may include different accommodations for different courses and/or programs.

Undue Hardship: Any excessively costly, extensive, or substantial modification that would fundamentally alter the nature and operation of LIM College programs/activities, interfere with the educational mission or purpose, and/or threaten the health/safety of the LIM College community.

Registration: A compilation of activities including: a student’s submission of disability documentation (see *Guidelines for Required Disability Documentation* for more information on documentation requirements) to the Assistant Director of DEI and Accessibility, review of documentation by accessibility services staff, and an intake interview with the student conducted by the accessibility services staff. Registration is not considered complete until all of these activities have taken place.

Program Accessibility: All College programs, services, and facilities must be available to all qualified students with disabilities.

WORKING WITH A STUDENT WITH A DISABILITY

Each student brings a unique set of strengths, interests, abilities, and experiences to college; a student with a disability is no exception. Revising our perceptions and attitudes toward a student with a disability is the first step in accommodating the student. **While a student with a disability may learn in a different way, their differences do not imply inferior capabilities.** It is vital to remember that similarities among all students are much more significant than their differences: they are all, first and foremost, students. That said, there is no need to dilute curriculum or to diminish course requirements for a student with a disability. LIM College does not make modifications that fundamentally alter the nature and content of a course. However, modifications in the way information is presented and in the way a student demonstrates their mastery of course content may be necessary.

In addition, it is essential that all individuals within the LIM College community uphold the highest standards of character and respect for one another. Best practices in working with a student with a disability emphasize a focus on the student's individuality rather than the student's disability. Language that violates their right to privacy, discriminates against, or is otherwise viewed as harassment against a student with a disability may violate federal law and will not be tolerated. For more information about appropriate behavior and language when working with a student with a disability please contact the Assistant Director of DEI and Accessibility.

CONFIDENTIALITY

Accessibility consultations include sensitive discussion and sharing of personal information. The Assistant Director of DEI and Accessibility has a legal and ethical obligation to protect the privacy of a student seeking services. Information about services rendered is confidential, and disability records are not part of a student's academic or administrative records. Such records are considered confidential, protected health information, which is one reason why they are kept separate from academic records. While a student may always choose to disclose the nature of their disability to anyone at any time if they wish to do so, the Assistant Director of DEI and Accessibility may not release any part of a student's documentation or diagnosis without the student's informed and written consent. However, it must be noted that under the Family Educational Rights and Privacy Act (FERPA), certain administrators may be permitted access to this information on a need-to-know basis and in cases when appeals are made. Further the Assistant Director of DEI and Accessibility may communicate relevant information to campus personnel in an effort to implement services.

GUIDING PRINCIPLES

It is the student's responsibility to disclose their qualifying disability/disabilities and request accommodations related to LIM College services and programs. The accessibility services staff, the faculty, and other relevant professionals cooperate in the implementation of compliance with the ADA and Section 504.

- A. LIM College is not responsible for making accommodations for a student who has not registered with the Assistant Director of DEI and Accessibility and/or has not requested a specific accommodation for the qualifying disability. Submission of incomplete documentation by a student in support of a request for an accommodation may result in denial or delay of

accommodations being provided.

- B. The accessibility services staff reserves the right to request and receive current disability documentation that supports a student's request for accommodations, academic adjustments, and/or auxiliary aids and services.
- C. The accessibility services staff reserves the right to deny a request for accommodations, academic adjustments, and/or auxiliary aids and services if the student's documentation and/or information collected during the student's intake interview do not demonstrate that the request is warranted. Documentation or accommodations may also be refused if the student's requests are deemed to be academic adjustments and/or auxiliary aids and services that impose a fundamental alteration of an LIM College program/activity or those that pose an undue hardship to LIM College.
- D. A student with a disability must follow established policies and procedures for obtaining reasonable accommodations, academic adjustments and/or auxiliary aids and services. These policies and procedures should be reviewed in detail with each student upon their registration with the accessibility services staff.
- E. Once a student registers with the accessibility services staff and provides supporting documentation, the Assistant Director of DEI and Accessibility will create letters disclosing a student's accommodation plan to their professors. It is then the responsibility of the student to deliver these letters to their professors. Faculty are only required to comply with assigned academic accommodations once they receive an accommodation letter. A student retains the right to choose not to share their accommodation letters with their professors and retains the right to determine which accommodations they would like to apply to each class.
- F. Academic accommodations are not retroactive. A student with a disability has the right to forego requesting accommodations in any particular semester. However, accommodation requests made in a given semester after a student has been performing that semester without services will not make up for any poor academic work prior to the request. With or without accommodations, a student is responsible for their own academic performance.
- G. Any student with or without a disability whose conduct poses a threat to the health and/or safety to the LIM College community will be reported immediately through the student conduct system.

GUIDELINES FOR REQUIRED DISABILITY DOCUMENTATION

Formal documentation must be from a licensed provider and/or a qualified evaluator who is currently treating or who has assessed the student with a disability. Documentation should be current. 504 Plans and Individualized Education Programs (IEPs) may not be acceptable if they do not include all of the information needed. Documentation should include other professional reports such as psychological evaluations, educational evaluations, neuropsychological exams, and/or physician reports and letters whenever possible. LIM College has specific documentation guidelines that may be submitted to their provider for completion that will ensure all appropriate needed information is obtained. Submitting documentation aside from utilizing the LIM forms may require additional documentation. In general, documentation should include at

least the following:

- A. The specific diagnosis or diagnoses.
- B. Exclusion of alternative diagnosis
- C. Functional limitations affecting an important life skill, including academic functioning
- D. The medical and/or educational history related to the disability/disabilities. In providing a relevant history, the student may include: psychoeducational Assessment, IEP/504 plan, and/or a medical report from a licensed medical and/or mental health provider and/or qualified evaluator detailing learning or other disabilities
- E. Any current medications and treatment
- F. Recommended academic and/or non-academic accommodations

SAMPLE ACCOMMODATIONS

Exams: Extended testing time

Exams: Alternate location

Exams: Use of a computer or assistive technology

A student whose accommodation plan includes accommodations related to exams must notify their professors and the Assistant Director of DEI and Accessibility at least five business days prior to the test date if they plan to utilize this accommodation. This accommodation can be implemented either in the student's classroom as prearranged with the professor, in an alternative location agreed upon by the professor and the Assistant Director of DEI and Accessibility, or in the Assistant Director of DEI and Accessibility proctored by office staff. However, in order to test in the Assistant Director of DEI and Accessibility's office a student must complete a Proctor Request Form (see Form E, under Sample Required Forms) for each test for each professor. Because of limited space, these forms serve as reservation tickets for the student to be scheduled on a first-come, first-served basis. If a student is late for their scheduled testing time, the lateness will be deducted from their total allotted testing time. If a student arrives late for the exam but has a valid, verifiable excuse, the office will attempt to accommodate the student's full extended time, but availability for this cannot be guaranteed. The student's professor will be informed in both instances.

Copies of Class Notes

If a student with a disability is eligible for and requests copies of class notes, volunteer student note-takers can be recruited in one of the following ways:

- A. The student is encouraged to speak to each of their professors in an effort to obtain their notes. Often a professor is willing to make their own notes available directly to a student or will post their notes on Blackboard.

Textbooks, Publications, or Class Materials in Alternate Formats

- A. Books, publications and/or class materials may be available in large print, audio format or in Braille upon advance request. A student who requires their textbooks in alternate audio format (electronic file or CD) as an accommodation can obtain these materials by either registering with Learning Ally (formerly Recording for the Blind & Dyslexic, RFB&D) and/or the Library of Congress, or by purchasing e-text files directly online through websites such as, amazon.com, barnesandnoble.com, and/or coursesmart.com, etc. The student may also contact the Assistant Director of DEI and Accessibility for further assistance with this process.

- B. A student who desires assistance procuring books or other class materials in alternate formats must complete a Request for Alternate Format Form (see Form D, under *Required Forms*) from the Assistant Director of DEI and Accessibility and return it at least 21 calendar days prior to the start of each semester. Late notification will likely result in a delay in the acquisition of books and/or other materials in alternate formats.

In the event books in alternate format are unavailable through Learning Ally, the Library of Congress, and/or other websites specializing in alternative texts, the Assistant Director of DEI and Accessibility will, upon request of the student, seek the assistance of the publisher. If the publisher is unable to provide the alternate format, the Assistant Director of DEI and Accessibility will scan the textbook into an electronic format for the student. Please note that because not all texts are readily available in alternate formats, it may take some time to procure a student's requested materials, and students must plan ahead for this possible lag time.

Assistive Technology

Assistive technology software is available for use by a student with a disability. This software includes:

Kurzweil: Text-to-speech and enlargement software for users who have a learning disability or are visually impaired.

Dragon Naturally Speaking: Speech-to-text software for users with physical mobility issues and certain learning disabilities.

A student wishing to use assistive technology software must allow time to reserve a workspace, scan materials, and set up requested software on an office computer. A student who would like to use other provided assistive technology tools and software must allow time for the Assistant Director of DEI and Accessibility to purchase any necessary equipment. Audio equipment can be available for loan on a first-come, first-served basis. A student who wishes to own their own equipment and/or software for a home computer and/or extended personal use is responsible for purchasing these items. It is the student's responsibility to make an appointment with the Assistant Director of DEI and Accessibility as far in advance as possible to discuss their assistive technology needs and/or to ensure equipment and room availability.

Special Housing

The Request for Reasonable Accommodation in LIM Housing form will be reviewed by the Assistant Director of DEI and Accessibility, who will make the determination as to the validity of the request.

The student will be informed of the final determination by email after the initial submission of paperwork.

The student must have an accepted LIM Housing Contract or be on the LIM Housing Waitlist before submitting a Request for Reasonable Accommodation in LIM Housing form. Otherwise, the form will be processed, and the determination will be “held” until the student has an accepted the LIM Housing Contract.

- The Request for Reasonable Accommodation in LIM Housing may be submitted at any time, but for LIM Housing Contract preferences to be considered for assignment, the following deadlines apply:
 - May 1: Priority deadline for new and continuing students
 - May 16: Students notified if approved for a spot or if they are offered a position on the waitlist.
 - May 2 - June 15: Application remains open, housing application and Request for Reasonable Accommodation forms remain available but are considered per remaining availability
- As per the LIM Housing Contract, deposits are not refundable. This policy remains in effect should a determination be made that the student does not meet criteria for accommodation in LIM Housing.
- The reasonable accommodation will supersede any preferences indicated on the LIM Housing Contract.
- If the Request for Reasonable Accommodation for LIM Housing is received after room assignments are posted, the University reserves the right to reassign the student to a space that will meet the accommodation required due to a disability and may not be able to consider preferences listed on the LIM Housing Contract.
- Reassignments will only accommodate the student requiring the medical need, and not any requested roommate(s).
- If a determination is made for assignment to a room type that is not immediately available, the student will be added to a Waitlist and will be given priority for reassignment to that room type as soon as a vacancy exists.
- The accommodation immediately takes effect once the determination is made, based on space available. Paperwork cannot be submitted for future semesters without addressing the current assignment, and a request to hold a reassignment will not be honored.
- Room Assignment Changes: Once a student has been assigned to a room that meets the student’s accommodation, the student may be limited in being assigned to another room. Should the student wish to move to another room where the medical need cannot be met, the student must verify, in writing to the college, that they are requesting to move to the specific room, that they understand that the accommodation cannot be met in the selected room, and that if the accommodation would be required for future semesters, the *Request for Reasonable Accommodation in LIM Housing* will need to be resubmitted and reevaluated.

Service Animals

Defined by Title II and Title III of the ADA: A service animal means any dog that is individually trained to work or perform tasks benefiting an individual with a disability like guiding a person who is visually impaired or alerting a person who is having a seizure. The tasks a service dog can perform are not limited to this list. However, the work or task a service dog provides must directly be related to the

person's disability. Service dogs may accompany students with disabilities into places that the public normally goes. Service animals whose behavior poses a direct threat to the health or safety of others may be excluded regardless of training or certification. Any student interested in bringing an animal, including a miniature horse, to campus to serve as a service animal must contact the accessibility services staff in the Assistant Director of DEI and Accessibility for more information. The College reserves the right to enforce all relevant rules for the use of service animals through its student conduct code and applicable laws.

Emotional Support Animals

Provide companionship, relieve loneliness, and sometimes help with depression, anxiety, and certain phobias, but do not have to be trained to perform tasks that assist people with disabilities. Unlike a Service Animal, an ESA is not automatically granted access to places of public accommodation, including areas where residents are normally permitted to go (example, commons areas, student lounges, laundry facilities, dining halls). An ESA is not permitted in other areas of the college without prior approval through the reasonable accommodation process administered by the Assistant Director of DEI and Accessibility.

DISTANCE LEARNING

LIM College has a variety of online and hybrid courses available that allow a student to receive class credit without having to participate in a full face-to-face class environment. Online courses require no actual classroom time, while hybrid courses have a limited classroom time requirement that is significantly less than a regular face-to-face class. While certain accommodations such as extra time on exams will need to be adjusted to the distance learning environment, other accommodations may be rendered irrelevant entirely. Each student's accommodation plan will be evaluated in relation to online or hybrid courses on a case-by-case basis and may require additional advocacy with the professors of these courses. It is the responsibility of the student to specifically identify which courses in their current semester schedules are online and/or hybrid courses when requesting accommodations.

EXPERIENTIAL EDUCATION

LIM College incorporates experiential learning as part of the core curriculum. A student with a disability who requires special academic and/or non-academic accommodations may also require certain accommodations while performing at their internship site(s). If a student feels they have a disabling condition that limits their ability to participate without assistance in LIM College experiential learning programs, please contact the accessibility services staff. Accessibility services staff will then work directly with the Department of Career and Internship Services, and the student's site supervisor(s), to create appropriate accommodations. To find out more about the experiential learning programs and services available to LIM College students, please contact Career and Internship Services at 646.218.4129 or careers@limcollege.edu.

STUDY ABROAD

A student studying abroad through LIM College programs and who is entitled to accommodations must contact the Assistant Director of DEI and Accessibility at least 30 calendar days prior to the beginning of the program. Please note that based on the destination of each abroad program, certain accommodations or services may not have guaranteed availability. If a student is accepted to study abroad through a program outside LIM College, the student must contact that program's coordinator to discuss the procedure and requirements for obtaining academic accommodations abroad, as they may differ from those at LIM College. To find out more about the study abroad programs and services available to LIM College students, please contact the Study Abroad Coordinator at 646-218-7723 or studyabroad@limcollege.edu. All questions regarding accommodations for a student with a disability while abroad should be directed to the accessibility services staff.

THE ROLE OF FACULTY

- A. In an effort to reach all students early on in the semester and make sure that they are aware they can obtain services for qualifying disabilities; all LIM College professors are asked to add the following statement to their syllabi:

Under the Americans with Disabilities Act of 1990 and Section 504 of the Vocational Rehabilitation Act of 1973, all students, with or without disabilities, are entitled to equal access to the programs and activities of LIM College. If you believe that you have a qualifying disability that may interfere with your ability to access and/or participate in the activities, coursework, testing and assessment, or other requirements of a course or program, you may be entitled to non-retroactive accommodations.

For more information, please contact the Assistant Director of DEI and Accessibility directly at focrun.nahar@limcollege.edu, accessibility@limcollege.edu, or visit their website at <https://www.limcollege.edu/academics/student-services/counseling-and-accessibility-services/accessibility-services>. **Please note that you will not be able to receive accommodations at LIM College unless you register with the Assistant Director of DEI and Accessibility.** It is essential for faculty to identify and establish standards for courses and academic programs that foster an accessible learning environment for all LIM College students.

- B. Faculty are expected to evaluate all students on the basis of their academic performance regardless of a disability. If a faculty member questions whether a student might be a qualified candidate for accessibility services, they should contact the accessibility services staff and/or encourage the student in question to take advantage of all resources on campus that may be of help, including accessibility services. Ultimately, however, it is the responsibility of the student to refer himself/herself to the Assistant Director of DEI and Accessibility for further assistance and evaluation of accommodations. A student is under no obligation to disclose to a faculty member their diagnosis or the nature of their disability or condition. However, a faculty member is under no obligation to provide any accommodation to a student who claims to have a qualifying disability but has not yet registered with the Assistant Director of DEI and Accessibility.
- C. Faculty must provide classroom modifications/accommodations and cooperate with the provision of exam accommodations in accordance with each formal accommodation plan

received from a given student with a disability at LIM College. Accommodation plans that are not formally issued by and lack a dated signature from the Assistant Director of DEI and Accessibility are not considered valid. Any student attempting to obtain accommodations without formally registering with accessibility services staff must be directed to contact the Assistant Director of DEI and Accessibility for an appointment.

- D. Faculty are strongly encouraged to request assistance from the accessibility services staff if requested accommodations are unclear and/or appear to be unreasonable. The accessibility services staff are available to speak with any professor and/or meet together. In addition, accessibility services staff conduct regular training for faculty on policies and procedures related to all students with disabilities.

GRIEVANCE PROCEDURE FOR STUDENTS WITH DISABILITIES

LIM College has adopted an internal grievance procedure for the prompt and equitable resolution of complaints alleging any action prohibited by the ADA and Section 504 of the VRA, as amended (29 U.S.C. 794). Section 504 states, in part, that "no otherwise qualified handicapped [sic] individual ... shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance ... "

The accessibility services staff has been designated to coordinate Section 504/ADA compliance efforts involving students. All complaints should be directed to the Assistant Director of DEI and Accessibility.

- E. The complaint should be filed in writing, containing the name, address, LIM College email and phone number of the person filing it. A description of the alleged 504/ADA violation with sufficient details must be provided.
- F. The complaint should be filed as soon as possible after the complainant becomes aware of the alleged violation.
- G. When appropriate, an investigation will follow the filing of the complaint. The Dean of Student Affairs, and/or their designee, will conduct a thorough investigation, affording all interested persons and their representatives an opportunity to submit evidence relevant to the complaint.
- H. Accommodations (if any) recommended by the Assistant Director of DEI and Accessibility established by the student's documentation, will continue while the complaint is under investigation and pending.
- I. A written determination as to the validity of the complaint and a description of the resolution will be issued by the Dean of Student Affairs or their designee and a copy forwarded to the complainant no later than seven calendar days after resolution.
- J. The Section 504/ADA coordinator will maintain records relating to the complaints filed.

- K. The complainant can request a reconsideration of the case in instances where they are dissatisfied with the resolution. The request for reconsideration must be made within seven calendar days to the Dean of Student Affairs.
- L. If the complainant chooses to pursue other methods of resolution, such as filing a Section 504 or ADA complaint with the responsible federal department or agency, they retain the right to a prompt and equitable resolution of the complaint filed with LIM College.
- M. In the event that a student files a formal complaint with an entity outside of LIM College, the Dean of Student Affairs must be notified in writing and given a copy of the complaint prior to any investigation on campus.

REQUIRED ACADEMIC FORMS AND LETTERS, explained

Form A: Accessibility Services Intake Form – Student Section

Prior to the student intake, the student will be sent the 2-page questionnaire document to be completed entirely by the student to express their understanding of their disability and how it will impact their academic experience. The questionnaire will be used as a starting point for the student intake by the Assistant Director of DEI and Accessibility to facilitate an interactive conversation with the student to determine the academic accommodations that will best fit their needs while attending LIM College.

Form B: Accommodation Letter

Each semester, the accessibility staff will make outreach to students reminded them to request their academic accommodation letters. Once a student makes outreach to the Assistant Director of DEI and Accessibility requesting their granted academic accommodations, the accessibility staff creates electronic accommodation letters addressed to the student's professors. The student will receive the electronic accommodation letter via their LIM College email, to be distributed by the student to each of their own professors separately. It is the student's responsibility to notify and discuss with their professors of accommodation plans, as accessibility services staff does not routinely send accommodation letters directly to professors. All accommodation letter communications must be done through LIM College email. Private email accounts should never be utilized.

Form D: Request for Books in Alternative Format

A student who needs books or other class materials in alternate format must complete a Request for Alternate Format Form from the Assistant Director of DEI and Accessibility and return it at least 21 calendar days prior to the start of each semester. Late notification will likely result in a delay in the acquisition of books and/or other materials in alternative format.

Form E: Proctor Request Form

In order to secure a proctor, a student must complete a Proctor Request Form for each test for each professor. Because of limited space, these completed forms serve as reservation tickets, and the student will then be scheduled on a first-come, first-served basis. If a student is late for their scheduled testing time, the amount of time the student is late will be deducted from the total testing time. If a student arrives late for the exam but has a valid excuse which is verifiable, an effort will be made to accommodate the student's extended time, but extended time cannot be guaranteed. The professor will be informed in both instances.

Form F: Testing Affidavit

This required form is signed by both the scribe and student at the time they sit for a test to certify that the written answers on the exam are complete and accurate as written by the scribe according to the student's dictation. This form is kept on file with the student's Proctor Request Form.

Error! Reference source not found.

The Assistant Director of DEI and Accessibility may not release any part of a student's documentation, diagnosis, nature of the disability or accommodation plan to a third party without the student's informed and written consent. In order to provide written consent a student must complete the Authorization for the Release of Protected Health Information Form. The Assistant Director of DEI and Accessibility may communicate reasonable information to LIM College personnel as it relates to the students academic accommodations when there is a legitimate education interest in obtaining the information. At no point in time, should the Assistant Director of DEI and Accessibility share the specifics of the student's diagnosis to school officials.

REQUIRED HOUSING FORMS

LIM college provides a climate of equal opportunity to all of its programs, activities, and services, and is in full compliance with the Americans with Disabilities Act (ADA) as amended in 2008 and Section 504 of the Rehabilitation Act of 1973. LIM college housing provides accessible housing for a student with disability as defined by these laws. The student must provide documentation from a licensed, qualified professional that substantiates that the student has a physical or mental impairment that substantially limits a major life activity and that the requested accommodation is necessary to afford the student equal access. A student who requires a Service Animal or an Emotional Support Animal should complete the appropriate request form that is available.

Form H: Request for Reasonable Accommodation in LIM College Housing

Form I: Service Animal in LIM College Housing

Form J: Emotional Support Animal (ESA) in LIM College Housing

Accessibility Services Handbook

SAMPLE Required Forms

Form A: Accessibility Services Intake Form – Student Section



ACCESSIBILITY SERVICES INTAKE FORM

TODAY'S DATE		STUDENT ID NUMBER	
YOUR NAME		PRONOUNS	
PREFERRED NAME			
DATE OF BIRTH		AGE	
LOCAL ADDRESS			
EMAIL		Ok to email you?	<input type="checkbox"/> YES <input type="checkbox"/> NO
HOME TELEPHONE		Ok to leave message?	<input type="checkbox"/> YES <input type="checkbox"/> NO
CELL PHONE		Ok to leave message?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>IN CASE OF EMERGENCY: In the event of an emergency it may be necessary to contact a close family member or other responsible person. Please indicate the person(s) you would prefer to be contacted.</p>			
NAME OF PERSON TO CONTACT			
TELEPHONE NUMBER		RELATIONSHIP	
<p>To enable us to better serve you, please complete the remainder of this form with as much information as you feel comfortable providing at this time.</p>			
GENDER		MARITAL STATUS	
RACE / ETHNICITY	<input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Caucasian <input type="checkbox"/> Asian American <input type="checkbox"/> Other: _____ <input type="checkbox"/> International Student ~ Country of Origin: _____		
CURRENT COLLEGE STATUS	<input type="checkbox"/> Transfer <input type="checkbox"/> Graduate Student <input type="checkbox"/> Undergraduate: Freshman Sophomore Junior Senior <input type="checkbox"/> Major _____ <input type="checkbox"/> First Semester at LIM (i.e. Fall 2022): _____		
CURRENTLY EMPLOYED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	HOURS WORKED PER WEEK	

Student Background

Description of disability

Please share information about your background: interests, clubs, organizations, sports, work, activity participation...

What concerns do you currently have related to your academic performance at LIM College? (disability or non-disability related)

Please share the areas where you feel you have strengths:

In what areas, does the disability(ies)/condition(s) impact your academic, professional, and social functioning?

- | | |
|--|--|
| <input type="checkbox"/> Reading | <input type="checkbox"/> Learning a foreign language |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Certain times of the day of sleepiness or reduced functioning |
| <input type="checkbox"/> Math | <input type="checkbox"/> Interacting with others or forming connections with peers |
| <input type="checkbox"/> Taking exams | <input type="checkbox"/> Lab work |
| <input type="checkbox"/> Taking notes during class | <input type="checkbox"/> Housing |
| <input type="checkbox"/> Concentrating during exams or class | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Organization and time management | <input type="checkbox"/> Support network / sense of belonging |
| <input type="checkbox"/> Attending class / making it to class or scheduled exams on time | |
| <input type="checkbox"/> Completing assignments by deadlines | |
| <input type="checkbox"/> Presenting in front of the class | |
| <input type="checkbox"/> Other: (explain in comments) | |

Comments:

Did you receive accommodations in High School? ___YES ___NO

Did you receive accommodations at previous institution? ___YES ___NO

Explain accommodations previously received:

Form B: Accommodation Letter

To: Professors of Student Name, ID: XX*****
From: Focrun Nahar, Assistant Director of DEI & Accessibility
Re: Academic Accommodations for Fall Semester 2022
Date: August 4, 2022



THIS ACCOMMODATION LETTER IS CONFIDENTIAL

The named student is to receive reasonable academic adjustments according to the Americans with Disabilities Act Amendments Act of 2008 and the Rehabilitation Act of 1973. The Office of Counseling and Accessibility Services recommends the following academic adjustments:

-
- Exams
 - +50% time
 - Flexibility*
 - Due dates/ extensions on assignments
 - Classroom participation (student volunteers vs being called upon)
ⓂAll flexibility requests should be made by the student within 24 hours affirming that the flexibility is needed due to their disability. If the student is unable to contact the professor within 24 hours, the student should notify the professor as soon as possible explaining why they were unable to contact the professor earlier. Professors must determine a new date when flexibility accommodations are granted and communicate this new due date with the student. New due dates should be within a reasonable amount of time, such as 24 - 48, beyond the original due date. Flexibility accommodations may not be granted more than once per occasion (e.g. no extensions on extensions).
-

Any communication regarding this matter should be conducted privately and confidentially. Under no circumstances should a student with a disability be disclosed as such by you to anyone without the student's explicit written consent. Academic accommodations are not retroactive but are valid from the date of your receipt of this letter until the end of the current academic semester. After the accommodations have been made, the student should be graded according to the same standards used for other LIM College students. If you have any questions or concerns, please contact the Assistant Director of DEI and Accessibility, Focrun Nahar at focrun.nahar@limcollege.edu, 212.310.0640. Thank you for helping to make LIM College an accessible and an equitable place to obtain an education.

PLEASE confirm receipt of this letter to your student via email.

A student may also be granted an 'incomplete' end-of-semester grade by the Associate Dean of Student Academic Affairs if a professor has negotiated deadlines beyond the end of the semester for make-up work or should an excused absence occur at the end of the semester.

Form D: Request for Books in Alternative Format



Request for Books in Alternative Format

TODAY'S DATE	STUDENT ID	EMAIL	SEMESTER
YOUR NAME			

Receipt Submitted Yes/No	Title	Author	Edition	Publisher	Publication Date	ISBN#	Preferred Format
	<i>Example: APA: The Easy Way!</i>	<i>Peggy M. Houghton</i>	<i>2nd</i>	<i>Baker College</i>	<i>2009</i>	<i>0923568964</i>	<i>Electronic Download</i>

Your Comments:

Please Note: By signing this form you understand this is your request for accommodations, and it is your responsibility to show proof of purchase of your own books, pick up your books from and return them to the Assistant Director of DEI and Accessibility and/or to purchase your own player or software required to access your books in alternate formats.

Student Signature: _____ **Date:** _____

Form E: Proctor Request Form



PROCTOR REQUEST FORM

1. Student completes Part I.
2. Professor completes Part II and retains yellow copy.
3. Student returns completed form to the Assistant Director of DEI and Accessibility *at least five (5) calendar days prior to test administration*. No exams will be scheduled the day before or the day of the requested exam date. No completed form = No test.
4. No changes to the test start time will be permitted on the day of the exam, and time will be deducted accordingly in the event that the student is late for an exam.

PART I: TO BE COMPLETED BY THE STUDENT

SEMESTER		STUDENT ID NUMBER	
YOUR NAME			
COURSE			
CELL PHONE			
DATE & TIME YOU CAN TAKE EXAM (please take into account your total extra time):		DATE & TIME YOUR CLASS WILL TAKE THE EXAM:	
LIST TESTING ACCOMMODATION(S) YOU ARE REQUESTING			
By signing below, I have read the above instructions and understand my responsibilities.			
STUDENT SIGNATURE			

PART II: TO BE COMPLETED BY THE PROFESSOR

PROFESSOR'S NAME			
BEST WAY TO REACH YOU DURING EXAM	Phone: () - - Email:		
LENGTH OF TESTING TIME FOR CLASS	We ask that professors make every effort to be available at some point during a student's exam for questions or concerns. (i.e. 75 mins, 85 mins, 90 mins)		
CLASS LECTURE	Will there be class lecture the day of the exam? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when? <input type="checkbox"/> BEFORE the exam <input type="checkbox"/> AFTER the exam		
SPECIAL CLASS ALLOWANCES OR INSTRUCTIONS	(i.e. open book/notes/formulas, calculator)	ALLOW BATHROOM BREAKS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
EXAM DELIVERY INSTRUCTIONS	Professor will deliver exam on (date) _____. Professor will email exam to accessibility@limcollege.edu on (date) _____. Student will deliver exam in a sealed envelope at the time of exam.		
EXAM RETURN INSTRUCTIONS	Professor will pick up exam on (date) _____. Counseling and Accessibility Services will email exam to Professor on (date) _____. Student will return exam to Professor in a sealed envelope.		
By signing below, I have read the above instructions and student's request, and agree to the proctoring arrangement. I have retained the yellow copy for my own records.			
PROFESSOR SIGNATURE			

Form F: Testing Affidavit for Scribe



To be signed by Student at time of exam:

I certify that the written answers on this exam are complete and accurate by my assigned scribe according to my dictation. I will not contest any inaccuracy of my answers on this exam based on the work done by this scribe.

Student Signature: _____ Date: _____

Scribe Signature: _____ Date: _____

Disability Services Staff: _____ Date: _____

For Office Use Only:

Form H: Request for Reasonable Accommodation in LIM College Housing

Request for Reasonable Accommodation in LIM College Housing



PROCESS INFORMATION

The Request for Reasonable Accommodation in LIM Housing form will be reviewed by the Assistant Director of DEI and Accessibility, who will make the determination as to the validity of the request. **The student will be informed of the final determination by email after the initial submission of paperwork.**

LIM college provides a climate of equal opportunity to all of its programs, activities, and services, and is in full compliance with the Americans with Disabilities Act (ADA) as amended in 2008 and Section 504 of the Rehabilitation Act of 1973. LIM college housing provides accessible housing for a student with disability as defined by these laws. The student must provide documentation from a licensed, qualified professional that substantiates that the student has a physical or mental impairment that substantially limits a major life activity and that the requested accommodation is necessary to afford the student equal access. A student who requires a Service Animal or an Emotional Support Animal should complete the appropriate request form that is available.

- **The student must have an accepted LIM Housing Contract or be on the LIM Housing Waitlist before submitting a Request for Reasonable Accommodation in LIM Housing form.** Otherwise, the form will be processed, and the determination will be “held” until the student has an accepted the LIM Housing Contract.
- **The Request for Reasonable Accommodation in LIM Housing may be submitted at any time**, but for LIM Housing Contract preferences to be considered for assignment, the following deadlines apply:
 - **May 1:** Priority deadline for new and continuing students
 - **May 16:** Students notified if approved for a spot or if they are offered a position on the waitlist.
 - **May 2 - June 15:** Application remains open, housing application and Request for Reasonable Accommodation forms remain available but are considered per remaining availability
- As per the LIM Housing Contract, deposits are **not refundable**. This policy remains in effect should a determination be made that the student does **not** meet criteria for accommodation in LIM Housing.
- The reasonable accommodation will supersede any preferences indicated on the LIM Housing Contract.
- If the **Request for Reasonable Accommodation for LIM Housing** is received **after** room assignments are posted, the University reserves the right to reassign the student to a space that will meet the accommodation required due to a disability and may not be able to consider preferences listed on the LIM Housing Contract.
- Reassignments will only accommodate the student requiring the medical need, and not any requested roommate(s).
- If a determination is made for assignment to a room type that is not immediately available, the student will be added to a Waitlist and will be given priority for reassignment to that room type as soon as a vacancy exists.
- **The accommodation immediately takes effect once the determination is made, based on space available.** Paperwork cannot be submitted for future semesters without addressing the current assignment, and a request to hold a reassignment will not be honored.
- **Room Assignment Changes**
Once a student has been assigned to a room that meets the student’s accommodation, the student may be limited in being assigned to another room. Should the student wish to move to another room where the medical need cannot be met, the student must verify, in writing to the college, that they are requesting to move to the specific room, that they understand that the accommodation cannot be met in the selected room, and that if the

accommodation would be required for future semesters, the *Request for Reasonable Accommodation in LIM Housing* will need to be resubmitted and reevaluated.

COMPLETED FORM SUBMISSION

INSTRUCTIONS TO STUDENT: The student will complete sections A, B, C. The student's healthcare provider will complete section D. Once the completed form is submitted, the student must be submitted to the Assistant Director of DEI and Accessibility for an ESA intake before final approval.

SECTION A: STUDENT INFORMATION

Student Name _____ Date _____
LIM ID _____ Non LIM Email _____
Home Address _____ Local Address _____

Home Phone _____ Cell Phone _____

- I have read the process page and instructions of this document and understand the conditions outlined and that I must return the entire completed 5-page document before being considered for an ESA.

Student Signature _____ Date _____

Have you previously applied for disability housing accommodations? YES NO

If yes, list what accommodations were received and when they were received.

I am requesting the following housing accommodations: Requested accommodation must be clearly linked to functional limitations.

- Single Room Service Animal or ESA (must complete separate form)
 Flashing Doorbell Flashing Alarm
 Wheelchair Accessible Unit (specify what modifications you need (i.e. roll-in shower, grab bars, etc.)

Other _____

Do you require evacuation assistance? NO Yes, please describe:

SECTION B: AUTHORIZED DESIGNEE

I authorize LIM college to discuss my medical information, reasonable accommodation request for housing, and room assignment with the following person on my behalf.

Name _____ Relationship to student _____

Address _____ Phone Number _____

City _____ State _____ Zip _____

Student Signature _____ Date _____

SECTION C: STUDENT AGREEMENT

- I understand that if I submit a request AFTER the indicated priority submission deadline date, that my housing preferences and roommate request may not be honored.
- My roommate preferences may not be considered.
- If my room assignment has been provided, I will be moved to a room that will meet my medical need. It may be a different room, area, and/or with a different roommate.
- If I am interested in a room change during the contracted period, I will be limited to rooms that can accommodate my medical need.
- I understand that once a determination is made, my room assignment will be updated immediately, and that the determination cannot be held for future semesters.
- I understand that my room assignment may or may not include a room rate discount, which may be based on the room assignment and my housing preferences, and I will be informed of housing options and associated rates.

Student Signature _____ Date _____

SECTION D continued: To be completed by the healthcare provider

I am verifying that the named student information is correct, that the student is a patient that I have been treating, and that I am not a relative of the student

Provider Name _____ License Number _____

Provider Degree _____ State _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Provider Signature _____ Date _____

Please explain your qualification to provide a recommendation or a housing accommodation for this student:

COMPLETED FORM SUBMISSION

The *Request for Reasonable Accommodation in LIM Housing* may be submitted at any time, but for LIM Housing Contract preferences to be considered for assignment, the deadlines listed on page 1 of this form apply.

The completed *Request for Reasonable Accommodation in Housing* should be submitted to **Focrun Nahar, Assistant Director of DEI and Accessibility**

ALL DOCUMENTATION WILL BE HELD IN STRICT CONFIDENCE AND SHOULD BE SUBMITTED TO:

Focrun Nahar
Assistant Director of DEI and Accessibility
LIM College, Maxwell Hall
216 East 45th Street, Mezzanine Level
New York, NY, 10017-3304
Fax: 212.750.3514
Email: focrun.nahar@limcollege.edu

For more information, please call Focrun Nahar, Assistant Director of DEI and Accessibility at (212) 310-0640

Form I: Service Animal in LIM College Housing

PROCESS INFORMATION

LIM College provides a climate of equal opportunity to all of its programs, activities, and services, and is in full compliance with the Americans with Disabilities Act (ADA) as amended in 2008 and Section 504 of the Rehabilitation Act of 1973. LIM college housing provides reasonable accommodations for students with a disability who has a verifiable need of having a Service Animal in LIM College housing.

This form is to request a Service Animal, and NOT an Emotional Support Animal (ESA).

What's the difference?

Service Animal: defined by Title II and Title III of the ADA: A service animal means any dog that is individually trained to work or perform tasks benefiting an individual with a disability, like guiding a person who is visually impaired or alerting a person who is having a seizure. The tasks a service dog can perform are not limited to this list. However, the work or task a service dog provides must directly be related to the person's disability. Service dogs may accompany students with disabilities into places that the public normally goes.

Emotional Support Animal: provide companionship, relieve loneliness, and sometimes help with depression, anxiety, and certain phobias, but do not have to be trained to perform tasks that assist people with disabilities. Unlike a Service Animal, an ESA is not automatically granted access to places of public accommodation, including areas where residents are normally permitted to go (example, commons areas, student lounges, laundry facilities, dining halls). An ESA is not permitted in other areas of the College without prior approval through the reasonable accommodation process administered by the Assistant Director of DEI and Accessibility. To request an ESA, the "Request for Emotional Support Animal in LIM College Housing" Form should be completed; the form may be requested from the Assistant Director of DEI and Accessibility.

A student must have submitted a LIM College Housing Contract to request consideration to have a Service Animal in LIM College Housing.

The student will be informed of the final determination by email after the initial submission of professional verification.

LIM College reserves the right to reassign the student to a space to accommodate the service animal if there is a potential impact on roommate(s). This move will only accommodate the student, and not roommate(s). Approval of Service Animals is independent from and does not guarantee approval of a single room.

A student who is approved to have a Service Animal in University housing will be required to acknowledge the Service Animal Owner's Responsibilities, as outlined on the last page of this document. These responsibilities will be reviewed with the student by LIM College Housing and Residence Life staff.

COMPLETED FORM SUBMISSION

The completed request for *Service Animal in LIM College Housing* should be submitted to **Focrun Nahar, Assistant Director of DEI and Accessibility**:

ALL DOCUMENTATION WILL BE HELD IN STRICT CONFIDENCE AND SHOULD BE SUBMITTED TO:

Focrun Nahar
Assistant Director of DEI and Accessibility
LIM College, Maxwell Hall
216 East 45th Street, Mezzanine Level
New York, NY, 10017-3304
Fax: 212.750.3514
Email: focrun.nahar@limcollege.edu

For more information, please call Focrun Nahar, Assistant Director of DEI and Accessibility at (212)-310-0640.

STUDENT INFORMATION

LIM College will not ask about the nature or extent of a student’s disability. When it is not readily apparent that the dog identified by the student is trained to do the work or perform tasks for the student, LIM College Housing and/or the Assistant Director of DEI and Accessibility may ask the student with the disability if the animal is required because of a disability and what work or task the animal has been trained to perform. LIM College Housing will not require documentation, such as proof that the dog has been certified, trained, or licensed as a Service Animal.

Student Name _____	Date _____
LIM ID _____	Non LIM Email _____
Home Address _____	Local Address _____
_____	_____
Home Phone _____	Cell Phone _____

REQUIRED

I have read the Instruction page of this document, and understand the conditions outlined.

Student Signature _____ Date _____

Is the animal a service animal required because of a disability?

- Yes
- No

What work or task has the animal been trained to perform?

SERVICE ANIMAL OWNER'S RESPONSIBILITY

Service Animals

In accordance with the ADA, service animals are permitted in LIM College facilities in an appropriate case. A service animal is an animal that has been specifically trained to perform a service or function for an individual with a disability. Examples of the functions of service animals include but are not limited to: guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection work, pulling a wheelchair or fetching dropped items. Emotional Support Animals (ESAs), on the other hand, are not service animals and are not covered under the ADA (for more information see below, under Emotional Support Animal). A service animal must be specifically trained to perform a specific task.

Service Animals in LIM College Housing

Any student interested in bringing a service animal to campus will need to complete the **Service Animal in LIM College Housing** form which can be acquired by the Assistant Director of DEI and Accessibility. A student must have submitted a LIM College Housing Contract to request consideration to have a Service Animal in LIM College Housing. A student who is approved to have a service animal in LIM College Housing will be required to acknowledge the Service Animal Owner's Responsibilities, as outlined on the last page of the **Service Animal in LIM College Housing** document. These responsibilities will be reviewed with the student by LIM College Housing staff.

WHEN SERVICE ANIMALS MAY BE REMOVED OR PROHIBITED FROM A FACILITY OR PROGRAM:

A service animal may be removed from a LIM College facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others. For example, a service animal that displays vicious behavior towards people may be excluded. Excessive barking in a classroom or during a program is an example of disruption.

Service animals may also be excluded in areas where the presence of a service animal fundamentally alters the nature of a program or activity, or is disruptive. Examples may include, but are not limited to: research labs, areas requiring protective clothing, food preparation areas, and animal research labs.

Questions related to the use of service animals on campus should be directed to Focrun Nahar, Assistant Director of DEI and Accessibility at 212-310-0640.

REQUIREMENTS FOR SERVICE ANIMALS:

Service animals must comply with all applicable New York state dog laws. Information related to service animals provided by the New York State Office of the Attorney General can be found at:

<https://ag.ny.gov/sites/default/files/serviceanimals-english.pdf>

Leash: Dogs and must be on a leash at all times, unless impracticable or unfeasible due to owner/keeper's disability.

Under Control: The owner/keeper of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/keeper.

Cleanup Rule: The owner/keeper of a service animal must ensure cleaning up of any LIM College property the animal might soil.

Health: Animals to be housed in LIM College Housing must have an annual clean bill of health from a licensed veterinarian.

Student's Responsibilities as the Service Animal Owner in LIM College Housing:

Student should initial each numbered item.

1. The student must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. The student must know and understand these ordinances, laws, and regulations. LIM College has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate or a veterinarian's statement regarding the animal's health. LIM College reserves the right to request documentation showing that the animal has been licensed.
 - a. Vaccinations: Dogs must have current vaccination against rabies and wear a rabies vaccination tags. Cats should have the normal shots required for a healthy animal.
 - b. Any animal that is in poor health may be required to be removed from the property.
2. The student is required to clean up after and properly dispose of the animal's feces in a safe and sanitary manner. If the animal is a dog, the dog must be housebroken and kennel trained. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.
3. In the case of an emergency, LIM College is not responsible for evacuating the animal.
4. LIM College will not ask for or require a student with a disability to pay a surcharge or comply with other requirements generally not applicable to people without animals.
5. The student is financially responsible for any and all actions of the animal, including but not limited to, bodily injury or property damage, such as furniture or floor coverings replacement. The student may be charged for any damage caused by the SERVICE ANIMAL that is beyond reasonable wear and tear (e.g. replacement of furniture, carpet, window, wall covering, and the like).
6. The student's living accommodation must be kept clean with no odors from the Service Animal. The student's living accommodation may be inspected for fleas, ticks, or other pests if necessary. If fleas, ticks, or other pests are detected through inspection, the living accommodation will be treated using approved fumigation methods by a LIM College-approved pest control service. The student will be billed for the expense of any pest treatment above and beyond standard pest management in LIM College housing. LIM College shall have the right to bill the student's account for unmet obligations under this provision.
7. Any hair/fur/molting from care of Service Animal is to be disposed of outside in appropriate space to be sensitive to those who have allergies.
8. The student is responsible for the appropriate management of the animal. Disruptive and/or aggressive behavior by the animal cannot be permitted, and if it occurs, the animal will need to be removed from LIM College housing. The owner is responsible at all times for the actions of their Service Animal. Service Animals should not disturb, annoy, or cause a nuisance for other members of the residential community.
9. The Service Animal may not be left alone overnight in LIM College housing to be cared for by another student. The Service Animal may not be housed in another student's living accommodation. If the student is to be gone overnight or for a prolonged period, the Service Animal must accompany the student.
10. The student agrees to abide by all equally-applicable policies that are unrelated to the student's disability such as assuring that the Service Animal does not unduly interfere with the routine activities of the residence or cause difficulties for other students residing in LIM College housing.
11. The Service Animal is permitted in LIM College housing only as long as it is necessary due to the student's disability. The student must notify the Assistant Director of DEI and Accessibility, in writing, if the animal is no longer needed or is no longer in residence. To replace an animal, the student must submit a new request to demonstrate that the new animal is necessary due to the student's disability.
12. All Service Animal food must be stored in an airtight container.

13. Any maintenance/service requests must be handled by maintenance staff when the student is present, unless owner and animal vacate the room. Resident must have to make arrangements to be present during regular maintenance hours of 9:00am- 5:00pm.

Any violation of the above rules or incidences of other violations may result in immediate removal of the animal from LIM College housing. If it is necessary for the animal to be removed from LIM College housing premises, the student is obligated to fulfill the housing contract obligations for the remainder of the contract term.

REMOVAL of EMOTIONAL SUPPORT ANIMAL

LIM College may require the owner to remove the Service Animal from housing if any of the following occur:

1. The Service Animal poses a direct threat to the health and safety of others or causes damages to the property of others and or the residence.
2. The owner does not comply with the student responsibilities set forth above.
3. The Service Animal or its presence creates an unmanageable disturbance to interference with the residential community.

Should the Service Animal be removed from the premises for any reasons, the owner is expected to fulfill their housing obligations for the remainder of the housing contract.

I, _____ (print your name) have read and understand the Emotional Support Animal student responsibilities and agree to abide by the requirements applicable to Service Animals. I understand that if I fail to meet any of the outlined requirements, LIM College has the right to removed the Service Animal and I will still be required to fulfill my housing, and all other obligations for the remainder of the housing contract.

Student Signature: _____ Date _____

Form J: Request for Emotional Support Animal (ESA) in LIM College Housing

Request for Emotional Support Animal in LIM College Housing



PROCESS INFORMATION

LIM college provides a climate of equal opportunity to all of its programs, activities, and services, and is in full compliance with the Americans with Disabilities Act (ADA) as amended in 2008 and Section 504 of the Rehabilitation Act of 1973. LIM college housing provides reasonable accommodations for students with a disability who have a verifiable need of having an Emotional Support Animal in LIM College housing.

This form is to request an Emotional Support Animal (ESA), and NOT a Service Animal.

What's the difference?

Service Animal: defined by Title II and Title III of the ADA: A service animal means any dog that is individually trained to work or perform tasks benefiting an individual with a disability like guiding a person who is visually impaired or alerting a person who is having a seizure. The tasks a service dog can perform are not limited to this list. However, the work or task a service dog provides must directly be related to the person's disability. Service dogs may accompany students with disabilities into places that the public normally goes. To request a Service animal the "Request for Service Animal in LIM College Housing" Form should be completed; the form may be requested with the Assistant Director of DEI and Accessibility.

Emotional Support Animal: provide companionship, relieve loneliness, and sometimes help with depression, anxiety, and certain phobias, but do not have to be trained to perform tasks that assist people with disabilities. Unlike a Service Animal, an ESA is not automatically granted access to places of public accommodation, including areas where residents are normally permitted to go (example, commons areas, student lounges, laundry facilities, dining halls). An ESA is not permitted in other areas of the college without prior approval through the reasonable accommodation process administered by the Assistant Director of DEI and Accessibility.

A student must have submitted a LIM College Housing Application and Contract to request consideration to have an Emotional Support Animal in LIM College Housing.

These steps should be followed to request an ESA:

1. A qualified third-party (e.g. psychiatrist, psychologist, or clinical license social worker) who is providing treatment to the students should complete this form. Only the information requested on this form should be provided, and it must be from a professional provider who is personally treating the student.
2. The student should submit the completed form to the Assistant Director of DEI and Accessibility.
3. The student will need to schedule an intake appointment with the Assistant Director of DEI and Accessibility.

The information completed on this form will be reviewed to determine:

1. That the student is a person with a documented disability;
2. The ESA being requested is necessary to afford the student, as a person with a disability, an equal opportunity to use and enjoy the on-campus housing facilities; and
3. That there is an identifiable relationship between the disability and the support that the ESA provides.

The student will be informed of the final determination by email after the initial submission of professional verification. As per the LIM College Housing Contract, deposits are *not refundable*. This policy remains in effect should a determination be made that the student does *not* meet criteria for accommodation in LIM College Housing.

LIM College reserves the right to reassign the student to a space to accommodate the ESA if there is a potential impact on roommate(s). This move will only accommodate the student, and not roommate(s). Approval of an ESA is independent from and does not guarantee approval of a single room.

Request for Emotional Support Animal in LIM College Housing



A student who is approved to have an Emotional Support Animal in LIM College housing will be required to acknowledge the ESA Owner's Responsibilities, as outlined on the last page of this document. These responsibilities will be reviewed with the student by Residence Life staff.

COMPLETED FORM SUBMISSION & INTAKE SCHEDULING

INSTRUCTIONS TO STUDENT: The student will complete sections A & D and sign Part C. The student's healthcare provider will complete section B. Once the completed form is submitted, the student must meet with the Assistant Director of DEI and Accessibility for an ESA intake before final approval. **ALL DOCUMENTATION WILL BE HELD IN STRICT CONFIDENCE AND SHOULD BE SUBMITTED TO:**

Mailed or Hand Delivered: LIM College, Maxwell Hall, 216 East 45th Street, Mezzanine Level, New York, NY, 10017

Fax: 212.750.3466

Email: accessibility@limcollege.edu

SECTION A: STUDENT INFORMATION

Student Name _____ Date _____
LIM ID _____ Non LIM Email _____
Home Address _____ Local Address _____

Home Phone _____ Cell Phone _____

REQUIRED

- I have read the process page and instructions of this document and understand the conditions outlined and that I must return the entire completed 6 page document before being considered for an ESA.

Student Signature _____ Date _____

Have you previously applied for disability housing accommodations? YES NO

If yes, list what accommodations were received and when they were received.

NOTE: In the event, the student would like to authorize LIM College to discuss medical information, reasonable accommodation request for housing, and room assignments with a third party, a request must be made by completing the Authorization for the Release of Protected Information provided by the Assistant Director of DEI and Accessibility.

Request for Emotional Support Animal in LIM College Housing



SECTION B: HEALTHCARE PROVIDER SECTION

To properly evaluate how LIM College can best meet the student's need for requesting an ESA in LIM College Housing, specific diagnostic information from a licensed clinical professional or healthcare provider who is directly responsible for the treatment of the student's disability, including the intentional use of an ESA to address specific functional limitation that result from the student's physical or psychological conditions(s), is required. The provider completing this form cannot be a relative to the student. The student may not use a paid service to provide documentation. The provider should completely respond to all questions and may attach additional related information.

1. Does the student who you have individually examined and treated have a physical or mental impairment that substantially limits one or more major life activities?
 NO.
 YES: Describe what major life activities are impaired:
2. Date of onset:
3. Dates under your care for this specific disability:
4. Symptom(s) or effect(s) the condition has on the student's ability to remain in LIM College housing without the use of an emotional support animal:
5. Description of the service(s) the animal will provide:
6. What type of animal is being requested?

I am verifying that the named student information is correct, that the student is a patient that I have been treating, and that I am not a relative of the student.

Provider Name (PRINT) _____ License Number _____ State _____

Professional Licensure _____

Office Address _____

City _____ State _____ Zip _____

Provider Signature _____ Date _____

Request for Emotional Support Animal in LIM College Housing



SECTION C: EMOTIONAL SUPPORT ANIMAL OWNER'S RESPONSIBILITIES

A student who is approved for an Emotional Support Animal (ESA) will be required to meet with a representative of the LIM College Housing and Residence Life office to review and agree to the following requirements. Failure to follow these requirements may result in LIM College requesting the removal of the ESA from LIM College Housing.

An ESA must be contained within the privately assigned student living accommodation (room, suite, or apartment), except to the extent the student is taking the animal out for natural relief. When an ESA is outside of the student's private living accommodation, the animal must be either controlled by a leash or harness or contained in an animal carrier. Unlike a Service Animal, an ESA is not automatically granted access to places of public accommodation, including areas where residents normally are permitted to go (examples include, but not limited to: common areas, student lounges, laundry facilities). An ESA is not permitted in other areas of the campus without prior approval through the reasonable accommodation process administered by the Assistant Director of DEI and Accessibility.

Student's Responsibilities as the ESA Owner:

Student should initial each numbered item.

- The student must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. The student must know and understand these ordinances, laws, and regulations. LIM College has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate or a veterinarian's statement regarding the animal's health. LIM College reserves the right to request documentation showing that the animal has been licensed.
 - Vaccinations: Dogs must have current vaccination against rabies and wear a rabies vaccination tags. Cats should have the normal shots required for a healthy animal.
 - Any animal that is in poor health may be required to be removed from the property.
- The student is required to clean up after and properly dispose of the animal's feces in a safe and sanitary manner. If the animal is a dog, the dog must be housebroken and kennel trained. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.
- In the case of an emergency, LIM College is not responsible for evacuating the animal.
- LIM College will not ask for or require a student with a disability to pay a surcharge or comply with other requirements generally not applicable to people without animals.
- The student is financially responsible for any and all actions of the animal, including but not limited to, bodily injury or property damage, such as furniture or floor coverings replacement. The student may be charged for any damage caused by the ESA that is beyond reasonable wear and tear (e.g. replacement of furniture, carpet, window, wall covering, and the like).
- The student's living accommodation must be kept clean with no odors from the ESA. The student's living accommodation may be inspected for fleas, ticks, or other pests if necessary. If fleas, ticks, or other pests are detected through inspection, the living accommodation will be treated using approved fumigation methods by a LIM College-approved pest control service. The student will be billed for the expense of any pest treatment above and beyond standard pest management in LIM College housing. LIM College shall have the right to bill the student's account for unmet obligations under this provision.
- Any hair/fur/molting from care of ESA is to be disposed of outside in appropriate space to be sensitive to those who have allergies.

Request for Emotional Support Animal in LIM College Housing



8. The student is responsible for the appropriate management of the animal. Disruptive and/or aggressive behavior by the animal cannot be permitted, and if it occurs, the animal will need to be removed from LIM College housing. The owner is responsible at all times for the actions of their ESA. ESAs should not disturb, annoy, or cause a nuisance for other members of the residential community.
9. The ESA may not be left alone overnight in LIM College housing to be cared for by another student. The ESA may not be housed in another student's living accommodation. If the student is to be gone overnight or for a prolonged period, the ESA must accompany the student.
10. The student agrees to abide by all equally-applicable policies that are unrelated to the student's disability such as assuring that the ESA does not unduly interfere with the routine activities of the residence or cause difficulties for other students residing in LIM College housing.
11. The ESA is permitted in LIM College housing only as long as it is necessary due to the student's disability. The student must notify the Assistant Director of DEI and Accessibility, in writing, if the animal is no longer needed or is no longer in residence. To replace an animal, the student must submit a new request to demonstrate that the new animal is necessary due to the student's disability.
12. All ESA food must be stored in an airtight container.
13. Any maintenance/service requests must be handled by maintenance staff when the student is present, unless owner and animal vacate the room. Resident must have to make arrangements to be present during regular maintenance hours of 9:00am- 5:00pm.

Any violation of the above rules or incidences of other violations may result in immediate removal of the animal from LIM College housing. If it is necessary for the animal to be removed from LIM College housing premises, the student is obligated to fulfill the housing contract obligations for the remainder of the contract term.

REMOVAL of EMOTIONAL SUPPORT ANIMAL

LIM College may require the owner to remove the ESA from housing if any of the following occur:

1. The ESA poses a direct threat to the health and safety of others or causes damages to the property of others and or the residence.
2. The owner does not comply with the student responsibilities set forth above.
3. The ESA or its presence creates an unmanageable disturbance to interference with the residential community.

Should the ESA be removed from the premises for any reasons, the owner is expected to fulfil their housing obligations for the remainder of the housing contract.

I, _____ (print your name) have read and understand the Emotional Support Animal student responsibilities and agree to abide by the requirements applicable to ESAs. I understand that if I fail to meet any of the outlined requirements, LIM College has the right to removed the ESA and I will still be required to fulfill my housing, and all other obligations for the remainder of the housing contract.

Student Signature: _____ Date _____

Request for Emotional Support Animal in LIM College Housing



SECTION D: COVID-19 Guidance for Service and Emotional Support Animals in Residence

To support your role as handler of a service or emotional support animal during LIM College's pandemic response, procedures have been developed in the event you must isolate or quarantine. Guidance from the Centers for Disease Control and Prevention and the American Veterinary Medical Association indicates that the virus causing COVID-19 can spread from people to animals in some situations.

To mitigate risk to your animal on campus, LIM College is implementing the following guidance:

- Adherence to LIM College's assistance animal policies still applies.
- Service and emotional support animals are to be included in social distancing practices, which includes limiting their interactions with other people or animals (even when off duty) and maintaining 6 feet of distance from others whenever possible (i.e., using a lead that is no longer than 6 feet).
- Prepare for possible disruptions to obtain or purchase animal supplies and maintain 2-3 weeks' worth of food in your room to respond to either a need to self-isolate/quarantine or supply chain challenges.
- Frequently clean and disinfect animal supplies, including collars, vests, leashes or harnesses, toys, and food/water bowls.

In the event you are required to isolate on campus in designated LIM College isolation space, your service or emotional support animal can stay under your care if you are still able to properly provide for its well-being. You will receive detailed instructions on scheduling time for outdoor care of your animal.

To prepare for the possibility of required isolation or quarantine on campus where you are no longer able to properly care for your animal, we ask that you designate a person off campus to care for your service or emotional support animal for the duration of your isolation. Please note that LIM College staff cannot care for your animal so advanced planning is recommended. Please complete the below emergency contact information that will be kept in our office and shared with LIM College Housing. The contact you provide must be able to pick up your animal within one day of your notice to this office or related LIM College official if you are unable to adequately care for it. Any individual or service agency you arrange to have care for your animal should be encouraged to continue to follow best practices to mitigate risk to the animal.

Emergency Contact Name 1: _____ Contact Phone Number: _____

Emergency Contact Name 2 (Optional): _____ Contact Phone Number: _____

*Handler Signature: _____ Date: _____

**By signing this form (including electronically) and returning it to our office, you are confirming your understanding of the aforementioned process and your emergency contact's agreement to assume responsibility for your animal in the event you are unable to properly care for it during isolation/quarantine.*

A copy of this page of the form will be maintained by both the Assistant Director of DEI and Accessibility and the office of Housing and Residence Life.



Focrun Nahar, MEd
Assistant Director of DEI and Accessibility
Maxwell Hall, 216 East 45th Street, Mezzanine Level
New York, NY 10017
Phone: 212-310-0640
Fax: 212-750-3702
accessibility@limcollege.edu

Last updated: August 2022