



Disability Services Handbook for Students, Faculty and Staff

The Office of Counseling & Wellness Services

Maxwell Hall, 216 East 45th Street, 14th Floor
(212) 752-1530 ext. 315

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INTRODUCTION

The mission of Disability Services within LIM College's Office of Counseling & Wellness Services is to help ensure equal access to all aspects of college life for students with disabilities.

The purpose of this handbook is to provide the students, faculty, and staff of LIM College with a guidebook of relevant policies and procedures applicable to students with disabilities. In addition, this handbook can serve as a resource to help guide students and faculty members and enhance their educational experience at LIM College.

Legal and moral standards dictate that institutions such as LIM College comply with mandates to assist students with disabilities, which in turn can help them achieve their personal and vocational goals. To that end, this handbook shall serve as a guide to help students, while at the same time ensuring College compliance with these legal and moral requirements.

Any student or staff or faculty member who has questions about the content of this handbook should contact the Office of Counseling & Wellness Services directly. The Office's staff members are available to provide guidance and support.

Students are encouraged to refer themselves to Disability Services within the Office of Counseling & Wellness in order to begin the process of receiving disability entitlements. Professors are encouraged to contact the Office of Counseling & Wellness Services for consultation on appropriate teaching methods for students with various types of disabilities.

Hours of Operation

Office of Counseling & Wellness Services

Maxwell Hall – 14th floor

Monday 8:30 a.m. – 5:00 p.m.

Tuesday 9:00 a.m. – 5:00 p.m.

Wednesday 9:00 a.m. – 5:00 p.m.

Thursday 9:00 a.m. – 5:00 p.m.

Friday 8:30 a.m. – 3:30 p.m.

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DEFINITIONS

STUDENT – a person enrolled in the College.

STUDENT WITH A QUALIFYING DISABILITY – a student who has a physical, learning, mental, medical or sensory impairment that substantially limits one or more of his/her major life activities. This student has met the standards required for admission to the College and has submitted satisfactory evidence of a disability as well as completed an intake/history with the Special Needs Counselor at LIM College.

REASONABLE ACCOMMODATIONS – are those modifications to programs, policies, practices, procedures (including student testing/assessment) that enable qualified students with a disability to have equal access to 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 Disability Services 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 the College and/or fundamentally alter the structure of the class requirements. Some examples of reasonable accommodations are extended time for tests, testing in a separate location, and books on tape.

UNDUE HARDSHIP – is any excessively costly, extensive, substantial, or otherwise disruptive modification that would fundamentally alter the nature and operation of College programs/activities, or interferes with the educational mission or purpose and/or threatens the health/safety of the College community.

PROGRAM ACCESSIBILITY – means that all College programs and services are accessible to qualified students with a disability.

ACCOMMODATION PLAN – a written plan that is developed by Disability Services and the student which details specific student entitlements in the form of modifications and/or accommodations to testing and curriculum.

IMPAIRMENT – denotes any loss or abnormality of bodily function, whether physiological, psychological, or anatomical. Brain lesions, loss of limb, or damage to or malfunction of organs are included here. For example, a totally deaf person has an impairment of hearing acuity.

SECTION 202 OF THE 1990 AMERICANS WITH DISABILITIES ACT – states, “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.”

SECTION 504 OF THE REHABILITATION ACT – states, “No otherwise qualified, handicapped individual in the United States shall solely, by reasons of his/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.”

ANNUAL REVIEW – is a required meeting held with the student and the Special Needs Counselor on an annual basis to review student progress, assess continued eligibility for 504 entitlements, and to update the Accommodation Plan as needed on an individual basis.

FORMULA SHEET – this is an accommodation that may be listed in a student’s Accommodation Plan; it entitles the student to use a sheet containing needed math formulas while taking tests. The formula sheet is developed and proposed by the student, while the professor has the right to approve it as is, or modify it as necessary.

NOTE SHEET – this is an accommodation that may be listed in a student’s Accommodation Plan; it entitles the student to refer to selected parts of her/his class notes while taking tests. The note sheet must be approved by the professor prior to use.

CARBONLESS NOTEBOOK – this is an accommodation that may be listed in a student’s Accommodation Plan; it entitles the student to a copy of class notes that were taken by a volunteer student in the class using this notebook which automatically generates a duplicate copy when notes are taken.

THE ROLE OF DISABILITY SERVICES

LIM College has disability service professionals who specifically address issues pertaining to our population of students with disabilities. These professionals advocate for students with disabilities and help promote equal integration of students with disabilities within the College at every level.

The following services are provided:

- Determination of eligibility for requested reasonable accommodations
- Coordination of the provision of reasonable accommodations
- Liaison between students with disabilities and faculty/administration
- Development and execution of disability awareness training programs
- Provision of information, referrals, and general support for students with disabilities, as well as interested faculty and staff members
- Annual Review of Accommodation Plans

RIGHTS AND RESPONSIBILITIES

I. DISABILITY SERVICES STAFF

The Special Needs Counselor has the right to:

- Request and receive current disability documentation that supports requests for accommodations, academic adjustments, and/or auxiliary aids and services
- Deny a request for accommodations, academic adjustments, and/or auxiliary aids and services if the documentation does not demonstrate that the request is warranted or the student fails to provide appropriate documentation
- Select among equally effective accommodations, academic adjustments, and/or auxiliary aids and services
- Refuse accommodations, academic adjustments, and/or auxiliary aids and services that impose a fundamental alteration of a College program/activity or those that prove to be an extreme burden and/or expense to the College

The Special Needs Counselor has the responsibility to:

- Comply with Section 504 of the Rehabilitation Act of 1973 and Section 202 of the Americans with Disabilities Act of 1990
- Provide information to students with disabilities in accessible formats upon request
- Ensure that programs, services, activities, and facilities are available and usable in the most integrated and appropriate settings
- Review requests for Accommodations to determine eligibility for services and nature of accommodations
- Provide or arrange reasonable accommodations, academic adjustments, and auxiliary aids and services
- Maintain appropriate confidentiality of records and communication, and to disclose such information when permitted by law
- Serve as a liaison between students and faculty

- Serve as a resource on disability issues for the LIM campus community
- Conduct Annual Review meetings for every registered student with a disability in order to determine the student's progress, continued eligibility for accommodations, and to update their Accommodation Plan for the upcoming school year

II. FACULTY

Faculty members have the right to:

- Identify and establish standards for courses and academic programs
- Verify through the Office of Counseling & Wellness Services the eligibility for and nature of accommodations
- Provide classroom modifications/accommodations and cooperate with the provision of testing accommodations
- Request assistance and resources from the Office of Counseling & Wellness Services and/or other College resources

Faculty members are responsible for:

- Evaluating students on the basis of their academic performance
- Working with the student and the Office of Counseling & Wellness Services to help ensure the provision of reasonable accommodations
- Fostering an accessible learning environment for all learners

III. STUDENTS

Students with disabilities at LIM College have the right to:

- Equal access to courses, programs, services, activities and facilities offered through the College
- Equal opportunity to learn and receive reasonable accommodations, academic adjustments, and/or auxiliary aids and service
- Information available in accessible formats

Students with disabilities have the responsibility to:

- Meet qualifications and maintain essential institutional standards for courses, programs, services, activities, and facilities
- Identify themselves to their professors and appropriate others as individuals with disabilities when requesting an accommodation and seek information, counsel and assistance as necessary
- Document their disability according to established guidelines and demonstrate how the disability substantially limits their participation in courses, programs, services, activities and facilities
- Follow published procedures (including time frame) for obtaining reasonable accommodations, academic adjustments and/or auxiliary aids and services
- Students are advised to:
 - Meet with each of their professors to discuss the testing and academic accommodations that they anticipate needing for each class
 - Self-disclose their disability status to faculty and staff when appropriate
 - Exercise self-advocacy to meet their disability-related needs

REFERRAL AND NOTIFICATION OF ELIGIBILITY FOR ACCOMMODATIONS

Students **must refer themselves** to the Office of Counseling & Wellness Services, Disability Services, in order to be considered for disability entitlements. Professors are encouraged to refer students to Counseling & Wellness Services, Disability Services, should the student disclose their disability to them. All students referred will be given an appointment to meet with the Special Needs Counselor, who will take a full history and gather pertinent documentation. If the student can be regarded as a Student with a Qualifying Disability, an approval letter which includes their Accommodation Plan will be emailed to them. If the student is not currently eligible, a denial letter will be sent explaining the reason(s) for denial and information on the appeals process (should the student wish to take this route).

Note: The Accommodation Plan shall list the student's disability entitlements at LIM College. It is the student's responsibility to notify his/her professors of entitlements, as Disability Services will not routinely send the Accommodation Plan to the professors. If advocacy, explanation, or support is needed, the student should contact the Office of Counseling & Wellness Services.

GENERAL GUIDELINES FOR REQUIRED DOCUMENTATION

Section 504 of the Rehabilitation Act and the ADA allow colleges to require disability documentation to verify the need for accommodations. The following guidelines for documentation apply:

1. Documentation must be recent in order to assess the current impact on academic functioning. Psychological, educational, psychiatric, neurologic, and neuropsychological exams conducted **within the last three years shall usually be considered recent**, *though each case is determined on an individual basis and this criterion may vary.*
2. Documentation must be **comprehensive** and establish clear evidence of a medical, emotional, physical, learning, or mental disability which has a significant impact on academic functioning and/or major life activities.
3. Documentation must be relevant to requested accommodations.
4. Documentation must be from appropriate medical and/or other licensed professionals such as psychologists, neuropsychologists, or other licensed health or mental health professionals, etc.
5. Documentation is typically accompanied by a history of reasonable accommodations and academic adjustments. IEP's and 504 Plans help to establish eligibility for accommodations, though they are not required in all cases.
6. If the original documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodation(s), the College may require additional documentation. Any cost incurred in obtaining additional information must be borne by the student.

POSSIBLE ACADEMIC AND NON-ACADEMIC ACCOMMODATIONS

(This list is not exhaustive.)

I. Copies of Class Notes/Scribe

If a student with a disability is eligible for copies of class notes and requests them, the Office of Counseling & Wellness Services will provide carbonless notebooks to the student/professor. After the notes are taken by a volunteer who is unaware of the identity of the student with a disability, the professor shall discreetly provide the copy to the student. If the student is eligible for and needs a scribe at any time, that request must be made at least five calendar days in advance. Late notification may result in a delay in receiving this entitlement.

II. Textbooks in Alternate Format

- Students who require their textbooks in alternate audio format (electronic file or CD) as an accommodation must register with *Recording for the Blind & Dyslexic (RFB&D)* and/or *the Library of Congress*. Forms are available from the Office of Counseling & Wellness Services or online.
- Students who need books in alternate format must notify the Office of Counseling & Wellness Services at least **three weeks prior to the start of each semester**. Late notification will result in a delay in the acquisition of books in alternative format.
- Students must provide a list of classes for which they need books in alternate format.
- The student is responsible for obtaining his or her audio player and/or software for text to speech.
- In the event books in alternate format are unavailable through *RFB&D* and/or *the Library of Congress*, the Office of Counseling & Wellness Services will seek the assistance of the publisher. If the publisher is unable to provide the alternate format, the Office of Counseling & Wellness Services will scan the textbook into an electronic format for the student. The Office of Counseling & Wellness Services cannot guarantee that all requests can be met.

III. Books, College Publications, or Class Materials in Alternate Formats

- Books, College publications and class materials may be available in large print, audio format or in Braille upon advance request.
- Students must notify the Office of Counseling & Wellness Services of their need for materials in alternate format. Requests take a minimum of seven calendar days to fulfill. Requests for textbooks in large print must be made **each semester**. You must notify the Office of Counseling & Wellness Services **three weeks prior to the first day of class**. Late notification will result in a delay in the acquisition of textbooks in large print. Students must provide a list of classes for which they need large print books. The Office of Counseling & Wellness Services cannot guarantee that every request will be met.
- Students who need publications or class materials in audio format are strongly encouraged to use the assistive technology in the Office of Counseling & Wellness Services. Students are required to obtain their own tape recorders. Students must allow extra time to permit conversion of materials.

IV. Time Flexibility

Students entitled to extended time on tests/quizzes must notify their professors and the Office of Counseling & Wellness Services in advance (at least five calendar days prior to the test date). This accommodation can be implemented either in the Office of Counseling & Wellness Services (provided testing in separate location is authorized as well), the classroom, or an alternate site chosen by the professor.

V. Setting Flexibility

Students entitled to take tests/quizzes in a separate location shall notify their professors in advance and inform the Office of Counseling & Wellness Services at least five calendar days prior to the test date. This allows the Office to obtain the test from the professor, reserve a place to take the test, etc.

VI. Use of Special Software

Students entitled to access a computer with speech-to-text and/or text-to-speech software must notify the Office of Counseling & Wellness Services at least five calendar days prior to the date they need to use same. This allows for scheduling the room, scanning materials, and setting up a speech recognition profile on the computer. It is the student's responsibility to make an appointment with the Office of Counseling & Wellness Services in advance to set up the speech-to-text user profile.

With regard to the previous three accommodations for testing:

- i.** It is the student's responsibility to contact the Office of Counseling & Wellness Services each and every time that they wish to have testing accommodations implemented in said office. Such notification and request must be made at least five calendar days prior to the test date in order to allow scheduling, acquisition of the test from the professor, etc. If the student fails to give five days advance notice, the Office of Counseling & Wellness Services will still try to implement the request, but cannot guarantee it.
- ii.** The student will receive email confirmation of the appointment date and time from the Office of Counseling & Wellness Services.
- iii.** If the student arrives late for the exam and has a valid excuse which is verifiable, an effort will be made to accommodate the student by extending the testing time, but this cannot be guaranteed. There may be scheduling conflicts with other students, etc. that interfere with our ability to accommodate a student who arrives late for a scheduled appointment. If the student does not have a valid and verifiable excuse for lateness, or the Office cannot accommodate the student by extending the testing time, then the amount of time the student is late for the exam will be deducted from the total testing time. In other words, the test must start and end at the prescribed times.

VII. Study Abroad

Students studying abroad who require accommodations must submit requests for same at least 60 calendar days prior to the beginning of such an experience. Please note that based on the locale, it may not be possible to guarantee accommodations.

VIII. Housing

Students who require modifications to their rooms or need special housing arrangements should contact (in writing) the Director of Housing and Residence Life and the Office of Counseling & Wellness Services as soon as possible. Students must provide relevant documentation to support the need for the requested accessible housing accommodations. LIM College does not have single housing.

IX. Service Animals Policy

In accordance with the Americans with Disabilities Act (ADA), service animals are permitted in College facilities. 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. Therapy or companion animals are not service animals and are not covered under the ADA. To work on campus, a service animal must be specifically trained to perform a service function. Furthermore, the animal should wear a harness, cape, identification tag or other gear that readily identifies its working status. Service animals whose behavior poses a direct threat to the health or safety of others may be excluded regardless of training or certification.

X. Forms

Please see appendices for forms used by the Office of Counseling & Wellness Services pertaining to implementing accommodations. The Declination Form is used whenever a student with a disability declines some or all of their testing or other accommodations. The Affidavit Form is used so the student attests that they have neither given nor received unauthorized information about a test. The Acknowledgement Form is used to show that the student understands that it is her/his responsibility to inform their professor(s) of accommodations they have qualified for. The student is provided with an Accommodation Plan after their intake and documentation supports eligibility for disability accommodations.

CONFIDENTIALITY

The Office of Counseling & Wellness Services is responsible for maintaining confidentiality of student records and may not release any part of the documentation without the student's informed and written consent. Student disability files are stored in

a locked closet in a locked file cabinet and are managed by appropriate personnel only. A student may disclose the nature of his/her disability to anyone if he/she wishes to do so. Copies of disability documentation can be provided only with a written release signed and dated by the student. 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. Disability-related documentation and information are managed very carefully. The Office of Counseling & Wellness Services will not disclose a student's disability status, or any information about a student's disability, without his or her express, informed written consent (except as permitted under FERPA).

GRIEVANCE PROCEDURE FOR STUDENTS WITH DISABILITIES

LIM College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, 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 Associate Vice President for Student Affairs, or his designee, has been designated to coordinate section 504/ADA compliance efforts involving students. Complaints should be addressed to: The Special Needs Counselor, LIM College, Office of Counseling & Wellness Services, Maxwell Hall, 216 East 45th Street, 14th Floor, New York, New York Phone 212 752-1530 ext. 314

- A complaint should be filed in writing, containing the name, address, and phone number of the person filing it. A description of the alleged 504/ADA violation with sufficient details must be provided.
- A complaint should be filed as soon as possible after the complainant becomes aware of the alleged violation.
- When appropriate, an investigation will follow the filing of the complaint. The Associate Vice President for Student Affairs, or his designee, will conduct the investigation.
- The Associate Vice President for Student Affairs, and/or his designee, will conduct a thorough investigation, affording all interested persons and their representatives an opportunity to submit evidence relevant to a complaint.

- Accommodations (if any) recommended by the Office of Counseling & Wellness Services established by the student's documentation, will continue while a complaint is under investigation and pending.
- A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the Associate Vice President for Student Affairs or his designee and a copy forwarded to the complainant no later than five business days after resolution.
- The Section 504/ADA coordinator will maintain records relating to the complaints filed.
- The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within three business days to the Associate Dean for Student Affairs.
- The right of a person to prompt and equitable resolution of the complaint filed hereunder will not be abrogated by the person's pursuit of other remedies such as the filing of a Section 504 or ADA complaint with the responsible federal department or agency.
- Using this grievance procedure is not a prerequisite to the pursuit of other remedies.
- These rules will be construed to protect the substantive rights of interested persons, meet appropriate procedural standards and assure that LIM College complies with the ADA, Section 504 and their implementing regulations.
- In the event that a student files a formal complaint with an entity outside of LIM College, the Senior Vice President for Academic and Student Affairs, shall be notified in writing and given a copy of the complaint prior to any investigation on campus.

FREQUENTLY ASKED QUESTIONS

How will a student with a disability be identified to the instructor of a class?

Students have been advised to self-identify their disability status and their affiliation with the Office of Counseling & Wellness Services.

What are accommodations?

Accommodations are reasonable adjustments or modifications to programs, facilities, or curricula that ensure equal access. Some examples of reasonable

accommodations are extended time testing, assistive technology, classroom relocation, and note takers.

How do I know if a student is approved for accommodations?

Once the Office of Counseling & Wellness Services has approved a student for accommodations, he or she will be issued an Accommodation Plan. This Plan is sent to the student with specific instructions to inform their professors and share the contents of the Plan with each instructor.

Who is permitted to know about a student's disability status or accommodation needs?

Student disability information is protected by the Family Education Rights and Privacy Act (FERPA) and must be held in the strictest confidence by the Office of Counseling & Wellness Services. Any public disclosure of a student's disability is a violation of this law. If the student has signed a release, then information can be disclosed to the parties authorized in said release. Alternatively, students may themselves disclose their own personal information to anyone of their choosing.

What if I don't agree with an accommodation?

Accommodations are determined through a critical assessment of disability documentation in accordance with the ADA and Section 504 of the Rehabilitation Act. The student has input into the development of their Accommodation Plan. However, questions or concerns about accommodations may be addressed with the Special Needs Counselor.

Where is the exam administered?

The exam may be given at the Office of Counseling & Wellness Services, Writing Center, Math Center, classrooms on campus, or other appropriate locations.

Who provides accommodations if my class meets in the evening or on weekends?

The Office of Counseling & Wellness Services will coordinate with the instructor to ensure that arrangements are made for accommodations for these students.

How can I learn more about the Office of Counseling & Wellness Services?

Please contact the Office of Counseling & Wellness Services at:
(212) 752-1530 ext. 315.

THE OFFICE OF COUNSELING & WELLNESS SERVICES

The mission of the Office of Counseling & Wellness Services is to promote personal growth and skills development.

At LIM College, the Office of Counseling & Wellness Services exists to help students. In addition to the Disability Services described in this manual, a variety of free and confidential services are also offered.

No matter what a student's concerns are, personal counseling with an LIM College counselor is a good place to start. Talking with someone can often be helpful or necessary to maintain mental and emotional health. The counselors in the Office of Counseling & Wellness Services provide students with an opportunity to learn how to resolve confusing and distressing personal issues. By talking with someone who is not involved in a student's everyday life, is professionally trained, and can give feedback from a different perspective, students can learn new skills and different ways of looking at things.

The Office of Counseling & Wellness Services offers students short-term individual counseling, group counseling, couples counseling, and family counseling for a wide range of personal issues. There are many reasons students may want to visit the Office of Counseling & Wellness Services, but most seek out counseling when their usual way of handling problems isn't working well and they are experiencing feelings of sadness, depression, confusion, or anger.

Following are some common problems the Office of Counseling & Wellness Services can help students with:

- Adjusting to college
- Depression / sadness
- Anxiety / stress / panic
- Eating problems / body image or weight concerns
- Death or loss of someone close
- Family problems
- Relationship issues
- Sexual identity or orientation issues
- Anger
- Difficulty concentrating / performance or creative blocks
- Alcohol / drug use
- Struggling to become independent from parents, yet maintain a relationship with family
- Coping with a traumatic experience such as a sexual assault or unwanted pregnancy
- Achievement / motivation concerns
- Worry about being unique or different (i.e., culture, race, ethnicity, religion)

Counseling is free and confidential. Because counseling includes discussion of sensitive personal information, students should feel safe in their conversations with counselors and confident that their privacy is protected. The staff members in the Office of Counseling & Wellness Services have a legal and ethical obligation to protect student privacy. Information about student counseling is confidential and counseling records are not part of a student's academic or administrative records. The Office of Counseling & Wellness Services will not disclose information related to a student's counseling without written permission. This includes responding to questions from parents, friends and faculty members. However, there are a few exceptions to the general rule of confidentiality (i.e. someone is in danger of harm) that counselors can explain to students when they come in.

The Office of Counseling & Wellness Services offers more than just counseling. It also provides a number of consultative, educational, and wellness programs. Consultation can be very helpful for anyone worried about a particular student. Consultations are available for LIM College staff, faculty, students and family members for a range of issues, including recognizing students who need help, and strategies for helping to connect a student with the Office of Counseling & Wellness Services or other support services.

The Office of Counseling & Wellness Services also presents programs and workshops to campus groups. These are designed to enhance personal growth, wellness, skills development and a sense of community. Examples of such workshops and programs include:

- Yoga
- Nutrition
- Body image
- Time and stress management
- Study tips
- Healthy relationships
- Depression and anxiety
- Drug and alcohol awareness

For more information about these services, or to make an appointment, please contact the Office of Counseling & Wellness Services at (212) 752-1530 ext. 315

APPENDICES

Acknowledgement Form (Appendix A) – This form is signed by students at the time they complete the disability intake process. By signing this form, students indicate that they acknowledge that it is their responsibility to notify their professors of their disability status and need for accommodations. Students also acknowledge that accommodations are not retroactive prior to the date of initial eligibility.

Declination Form (Appendix B) – This form is signed by students at the time they use their testing accommodations to signify that they may have declined some (or even most) of their listed accommodations (in their Accommodation Plan) on the day they sit for a test.

Affidavit Form (Appendix C) – This form is signed by students at the time they sit for a test to certify that they have neither given nor received unauthorized information about the test.

APPENDIX A



STUDENT ACKNOWLEDGEMENT – LIM College

Student's Name: _____

Date: _____

I, _____, understand that it is my sole responsibility to show my Disability Accommodation Plan to each one of my professors in order to receive the listed entitlements. Furthermore, I understand that my professors are only expected to afford me the accommodations in the Plan from the point that I first inform them of my entitlements.

Student Signature: _____ **Date:** _____

Witnessed: _____ **Date:** _____

APPENDIX B



STUDENT ACCOMMODATION DECLINATION FORM – LIM College

Student's Name: _____

Date: _____

Test: _____

I, _____, understand that I am entitled to have implemented all appropriate testing accommodations on the test administered on _____ but wish to decline the following:

_____.

I have been counseled to accept the above accommodations but have chosen to decline them anyway.

Student Signature: _____

Date: _____

Witnessed: _____

Date: _____

APPENDIX C



STUDENT AFFIDAVIT – LIM College

Student's Name: _____

Date: _____

Test: _____

I, _____, certify that I have neither given nor received any specific information that pertains to the above course examination taken on _____. I have had no prior unauthorized knowledge about the specific test items or questions and will not release the contents of the exam to others.

Student Signature: _____ **Date:** _____

Witnessed: _____ **Date:** _____