



**LIM**

**COLLEGE**

**Accessibility Services**

**HANDBOOK**

**2025-2026**

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## INTRODUCTION

As part of the LIM College community, the 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 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, Room 310  
216 East 45<sup>th</sup> Street,  
New York, NY 10017-3304  
Phone: 646-388-8439

Email: [Accessibility@limcollege.edu](mailto:Accessibility@limcollege.edu)

Hours of Operation: Monday-Friday 9:00 a.m. - 5:00 p.m.

Focrun Nahar  
Director of DEI and Accessibility  
[focrun.nahar@limcollege.edu](mailto: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 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 Director of DEI and Accessibility.

## **CONFIDENTIALITY**

Accessibility consultations include sensitive discussion and sharing of personal information. The 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 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 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 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 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 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 Director of DEI and Accessibility, or Director of DEI and Accessibility proctored by office staff. 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:

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.

### **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.

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 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 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 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 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 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](mailto:careers@limcollege.edu).

## STUDY ABROAD

A student studying abroad through LIM College programs and who is entitled to accommodations must contact the 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](mailto: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 Director of DEI and Accessibility directly at [focrun.nahar@limcollege.edu](mailto:focrun.nahar@limcollege.edu), [accessibility@limcollege.edu](mailto: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 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 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 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 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 Director of DEI and Accessibility for an appointment.

## **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 Director of DEI and Accessibility.

- A. 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.
- B. The complaint should be filed as soon as possible after the complainant becomes aware of the alleged violation.
- C. 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.
- D. Accommodations (if any) recommended by the Director of DEI and Accessibility established by the student's documentation, will continue while the complaint is under investigation and pending.
- E. 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.
- F. The Section 504/ADA coordinator will maintain records relating to the complaints filed.
- G. 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.
- H. 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.
- I. 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 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 reminding them to request their academic accommodation letters. Once a student makes outreach to the 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.

The 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 Director of DEI and Accessibility may communicate reasonable information to LIM College personnel as it relates to the student's academic accommodations when there is a legitimate education interest in obtaining the information. At no point in time, should the 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 A: Request for Reasonable Accommodation in LIM College Housing**

**Form B: Service Animal in LIM College Housing**

**Form C: 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><b>IN CASE OF EMERGENCY:</b> 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

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

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

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Please share the areas where you feel you have strengths:

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---

---

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:

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Did you receive accommodations in High School? \_\_\_\_YES \_\_\_\_NO

Did you receive accommodations at previous institution? \_\_\_\_YES \_\_\_\_NO

Explain accommodations previously received:

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## Form B: Accommodation Letter

To: Professors of , ID: XXXX  
From: Focrun Nahar, Director of DEI & Accessibility  
Re: Academic Accommodations for Fall Semester 2022  
Date: October 11, 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 Accessibility Services recommends the following academic adjustments:

- Classroom:
  - Preferential seating
- Exams:
  - 50% extra time
  - Use calculator

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 Director of DEI and Accessibility, Focrun Nahar at [focrun.nahar@limcollege.edu](mailto: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 Director of Academic Support Services 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 C: 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.)

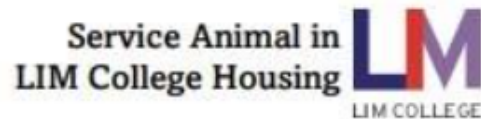
\_\_\_\_\_  
\_\_\_\_\_

☐ Other \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

## Form D: Service Animal in LIM College Housing



### 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 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.



## Form D: 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.