

## **AGS Accommodation Policy**

Adler Graduate School strives to make its programs and facilities accessible to everyone in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. The goal is to create and maintain an environment where students achieve at their fullest potential, limited to the least extent possible by individual disabilities.

### **Disability**

Recognized disabilities include physical and mental impairments that substantially limit one or more of the major life activities, including: walking, seeing, hearing, speaking, learning, breathing, working, taking care of oneself, and performing manual tasks. A temporary medical condition may also qualify as a disability. Examples include short-term impairments following surgery, or injuries.

A student is not required to disclose a disability; however, in order to be considered for an accommodation, a student must submit a formal request as noted below.

### **Reasonable Accommodations**

A reasonable accommodation is an adjustment or modification to a course, program, service, activity, or facility enabling a qualified student with a disability to have equal opportunity to participate in or enjoy equal benefits and privileges available to students without disabilities. The accommodation requested must be related to the actual disability and cannot require fundamental alterations of programs or services, lower standards, or exceed what is considered a reasonable accommodation. Students with disabilities are not automatically entitled to or guaranteed accommodations they may prefer or have received in other educational settings.

Although Adler Graduate School desires academic success for all students, accommodations do not guarantee success. A student must possess the mental and emotional capabilities needed to participate in the chosen academic program and be “otherwise qualified” to meet the academic requirements of that program. A disability may not be so profound that, even with reasonable accommodations, the student is unable to perform basic requirements such as writing and critical thinking.

### **Requesting an Accommodation**

All inquiries and requests for accommodation should be submitted to the Accessibility and Career Services Coordinator. The Coordinator serves as a resource, verifies and maintains documentation, considers accommodation requests, and determines reasonable accommodations.

## To Request an Accommodation:

**Step 1:** Request an ADA Accommodation Request Form from the Accessibility and Career Services Coordinator, Jeff Cole, via email at [jeff.cole@alfredadler.edu](mailto:jeff.cole@alfredadler.edu) or download a copy from the AGS website; select Student Life, then Learning Accommodations.

**Step 2:** Submit a completed ADA Accommodation Request Form (Parts A and B) with attached documentation no less than three weeks prior to the start of classes, or when a disability becomes known. Required documentation, from a licensed health care provider, should include:

- A clear statement of the diagnosed disability, through a signed diagnostic document (Part B) from a licensed professional;
- A description of the functional limitations resulting from the disability as they relate to an educational environment (Parts A and B);
- The duration of the disability, and;
- The recommended accommodation(s) (Part B).

If the third-party diagnostic document is not clear, additional diagnostic testing and results may be required, at your expense.

**Step 3:** The Request for Accommodation and supporting documentation will be reviewed. The Accessibility and Career Services Coordinator will set up a meeting with you to go over the accommodation process, to clarify any questions, and to discuss reasonable accommodations for equal access.

If an accommodation is supported, you will receive an Accommodation Agreement indicating the accommodation(s) granted. **Accommodations will not be applied retroactively.**

**Step 4:** If you would like to use your accommodations in your class(es), **you must provide a copy of the approved Accommodation Agreement to each instructor no later than the end of the first week of class.** You must also schedule time to go over the Accommodation Agreement with each instructor. Please contact Jeff Cole with any questions on your Accommodation Agreement, or if you need a copy of the Agreement.

If a disability is diagnosed during a semester, any newly approved Accommodation Agreement will be provided to your instructor(s) by the Accessibility and Career Services Coordinator. **You must schedule time to go over the Accommodation Agreement with each instructor within one week of the approved Accommodation Agreement being provided. Accommodations will not be applied retroactively.**

## Temporary Accommodation

If you are experiencing barriers to equal access due to a temporary condition, such as an injury or recovery from surgery, you may be eligible for a Temporary Accommodation Agreement. Temporary Accommodation Agreements are in effect for the duration of the academic term in which they are approved. For information regarding the Temporary Accommodation process, please contact Accessibility and Career Services Coordinator, Jeff Cole: [jeff.cole@alfredadler.edu](mailto:jeff.cole@alfredadler.edu)

If any approved accommodation is not effectively being implemented, please contact the Dean of Student Affairs, Nikki Marchand: [nikki.marchand@alfredadler.edu](mailto:nikki.marchand@alfredadler.edu).

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