

ACCOMMODATIONS POLICY

Approved by Executive Council May 19, 2004

Revised April 18, 2017

1. Students who seek accommodations from Rutgers School of Dental Medicine (RSDM) on the basis of a disability are required to contact the Office for Academic Affairs at RSDM for notification for a need for accommodation(s) as soon as they are accepted and have committed to matriculate to the dental school. Students may request accommodations at any time during enrollment should the need for accommodations develop, but must provide sufficient time for the evaluation of such requests as outlined in this policy. Such requests should be submitted by July at the latest, prior to an academic year or at such time as a disability develops. Requests will be forwarded and reviewed by the Rutgers Biomedical Health Sciences (RBHS) Director, Disability Services on a case-by-case basis and eligibility will be determined based on the intake interview and documentation provided, along with consultation with the RSDM Office for Academic Affairs.
2. The RBHS Director, Disability Services, along with the RSDM Office for Academic Affairs, shall determine whether accommodations are reasonable and develop a plan for implementing these accommodations. A review will encompass:
 - a. Whether the condition is sufficiently documented by an applicant or enrolled student.
 - b. Whether and what accommodations are available that would allow the otherwise qualified applicant or enrolled student with a disability to fulfill the essential functions of the program, without a threat to the health or safety of others, without fundamentally altering the dental educational program or the essential functions, and without creating undue hardship on the dental school.
3. The accommodations process is interactive and requires the cooperation of students and the dental school. Students who fail to cooperate during the interactive process jeopardize the ability of the school to provide the accommodations requested.
4. Students who are granted accommodations must meet with the RBHS Director, Disability Services as well as the RSDM Vice Dean or Assistan Dean for Academic Affairs prior to the start of the next academic year to review the program for the year and determine if accommodations are to be continued or altered; this meeting is required for each academic year in which accommodations are desired.

General Documentation Requirements

1. These general guidelines are provided to assure that documentation is complete and appropriate to conduct a review. The RBHS Director, Disability Services has the discretion to determine what types of documentation are necessary, with regards to establishing eligibility for services, that the appropriate educational testing has been completed and within the last five years, and overall, this may vary depending on the nature and extent of the disability and the accommodation requested. Upon written permission by the student, the RBHS Director, Disability Services and/or Assistant Dean for Academic Affairs is available to consult with diagnosticians regarding any of these

guidelines, or if there are any further questions concerning the RDSM curriculum. Documentation guidelines are available at <https://ods.rutgers.edu/students/documentation-guidelines>

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2. Required documentation includes an evaluation by an **appropriate** health care professional that relates the current impact of the condition to the request. PLEASE NOTE: **It is not acceptable for documentation to include a diagnosis or testing performed by a member of the student's family.** Documentation from the health care professional should be typed, on letterhead, which includes the name, title and professional credentials of the evaluator, including information about license or certification, and is signed and dated. Documentation must include:
 - a. A diagnostic statement including the date of the most recent evaluation and a detailed description of the diagnostic findings for one or multiple conditions/disabilities.
 - b. The current impact of limitations imposed by the condition(s).
 - c. Treatments, medications, devices or services currently prescribed or used to minimize the impact of the condition(s).
 - d. The expected duration, stability or progression of the condition(s).

In addition to the basic documentation listed above, recommendations from the treating professional are welcome and will be given consideration when a request is evaluated. Recommendations should:

- a. Provide a clear description of the recommended accommodations, and how these accommodations will impact the condition.
 - b. Provide possible alternatives to the recommended accommodations.
 - c. Include a statement of the level of need or consequences of not receiving the recommended accommodations.
 - d. Provide a description of any accommodation and/or auxiliary aid that has been used at the secondary or postsecondary school level, including information about the specific conditions under which the accommodation was used and whether or not it benefited the student.
3. If the student has not previously had accommodations, or the original documentation is incomplete, not sufficiently recent, or inadequate to determine the extent of the disability or reasonable accommodation, the RBHS Director, Disability Services has the discretion to require additional documentation. If the documentation is complete but a second professional opinion is deemed necessary, the school will bear the additional cost not paid by a third-party payer. Rutgers students are eligible for free or reduced cost evaluations for learning disabilities and other conditions which may result in a need for accommodations through The Graduate School for Applied and Professional Psychology (GSAPP). GSAPP information, including contact and scheduling details, is available at their website: <https://ods.rutgers.edu/students/gsap-screening-eval-main>

All documentation is considered confidential and will be maintained in a separate file aside from the admissions and academic files. Documentation should be submitted to the Director, Disabilities Services at the above noted address.

Following a decision concerning requested accommodations, the student may submit additional information for further review and consideration. Students are encouraged to communicate with the Assistant Dean for Academic Affairs at any time with any concerns as well as to contact the RBHS Director, Disability Services to evaluate the need for accommodations and any changes that might be indicated.