

FORDHAM UNIVERSITY SCHOOL OF LAW

DOCUMENTATION GUIDELINES FOR SENSORY DISABILITIES

Fordham Law School's Disability Services facilitates equal access for law students with disabilities by coordinating accommodations and support services and cultivating a campus culture that is sensitive and responsive to the needs of students. The following Guidelines are provided to assist students who intend to request accommodations or services on the basis of a sensory disability. Students are encouraged to carefully read these Guidelines and share them with their evaluators.

1. The evaluation must be current.

- Documentation must be current due to the fact that the severity and manifestations of the condition may change over time, it is helpful if the documentation reflects the current impact of the disability on academic performance.
- Typically, documentation shall not be older than six months.

2. A qualified professional must conduct the evaluation.

- Professionals conducting assessments, rendering diagnoses, and making recommendations for appropriate accommodations must be qualified to do so.
- The name, title, and professional credentials of the evaluator, including information about license or certification, shall be included.
- All reports should be on letterhead, typed in English, dated, signed, and otherwise legible.
- Diagnoses documented by family members will not be accepted even when the family members are otherwise qualified by virtue of training and licensure/certification.

3. Documentation must be comprehensive.

Hearing: Students who are deaf or hard-of-hearing must provide documentation consisting of:

- a. An auditory evaluation and/or audiogram which should be dated within 6 months, particularly if the condition is subject to change.
- b. The audiogram or evaluation should assess the student's hearing loss both with and without the use of mitigating measures, such as the use of hearing aids.
- c. A clinical summary of the functional implications of the diagnostic data.
- d. A history of accommodations received in the past.
- e. Recommendations for reasonable accommodations that address the student's functional impairments, with particular regard to communication devices and methods, such as sign language interpreting services, assistive listening devices, speech-to-text services, and a rationale in support of each recommendation.

Visual: Students requesting accommodations on the basis of low-vision or blindness must provide documentation consisting of:

- a. An ocular assessment or evaluation from an ophthalmologist or a low-vision evaluation of residual visual function, where appropriate, which should be dated within 6 months, particularly if the condition is subject to change.
- b. The assessment or evaluation should assess the student's visual loss both with and without the use of mitigating measures, such as the use of eyeglasses or other sensory devices.
- c. An assessment of functionally limiting manifestations of the vision disability
- d. A history of accommodations received in the past.
- e. Recommendations for reasonable accommodations that address the student's functional impairments, with particular regard to assistive technology and alternate formats for print materials and a rationale in support of each recommendation.

4. Multiple Diagnoses.

Multiple diagnoses may require a variety of accommodations beyond the typical accommodations associated with just a single diagnosis. For this reason, documentation shall meet the individual guidelines for each condition. For example, if an individual has a hearing impairment accompanied by a learning disability, the individual will need to provide documentation for both physical conditions and learning disabilities.

Submitting Documentation

Documentation should be submitted via email (amontez@fordham.edu) to the attention of Abel P. Montez, Director, Fordham University School of Law, Disability Services, 150 West 62nd Street, Room 4-101E, New York, NY 10023. Tel: 212-636-7955.

Documentation may be submitted via fax at (212) 636-7167 (but please contact Mr. Montez before doing so).

Please note: The Law School reserves the right to require that a certified copy of the evaluation be transmitted directly from the evaluator to the Disability Services Office. Disability Services will make the final determination of eligibility for accommodations.