

ADA

Americans With Disabilities Act

The University of Maryland School of Social Work



The University of Maryland
School of Social Work
Office of Student Affairs
Louis L. Kaplan Hall
Room 2W14
525 West Redwood Street
Baltimore, MD 21201

410.706.5100
studentaffairs@ssw.umaryland.edu

Services for students with disabilities
are provided in conjunction with the
University's Office of Student Services.

(Revised Fall 2007)



ADA Information &
Accommodations
Request Form For
Students With Disabilities

PRINCIPLES

The School of Social Work believes that it should educate a diverse group of social work students, recognizing that in such diversity lies excellence. Included in this group are qualified students who have impairments, functional limitations, and/or disabilities. The School wishes to facilitate the education of such students and make reasonable accommodations in order to promote learning and performance.

The School's responsibility is to graduate competent social workers and to seek candidates who will best be able to serve society's needs. Accommodations provided to applicants with disabilities during their education will not be considered negatively as the applicants are evaluated.

The University of Maryland School of Social Work acknowledges Section 504 of the 1973 Vocational Rehabilitation Act (Rehabilitation Act) and PL 101-336, the Americans with Disabilities Act (ADA). The School requires that certain technical standards be present in the prospective candidate for a social work degree. This document is the School's written policy, which identifies essential requirements for admission, advancement, and graduation, and guides students with

disabilities in making requests for accommodations. It is reviewed periodically in light of changes in technology and is shared with everyone involved in the admission process.

All applicants and students are encouraged to disclose disabilities in order for the School to respond with support services, as needed. Students should be reassured of the School's policy of prohibiting discrimination against them because of disability, and assured that they are not required to disclose any disability. However, absent disclosure, no accommodation can be provided. Students may self-identify at the time of application, acceptance, orientation, or at any later time, to the University of Maryland's central ADA office and the School's Student Affairs Office. In addition, they may disclose disabilities to a faculty member who should refer the student to the Office of Student Affairs. Disclosure after academic jeopardy has occurred does not entitle one to repeat academic work with accommodation.

The School highly values its advocacy and support of its students. Issues related to disability are handled by the offices of the deans, the central ADA office, and the Office of Student Affairs. Assistance with diagnoses of disabilities may be

facilitated by the offices of the deans or the central ADA office.

ESSENTIAL REQUIREMENTS

Matriculation into the School requires certain essential cognitive, emotional, and communication levels. Students must be able to acquire client-related information, communicate effectively, and maneuver physically in an adequate manner so that service can be provided to client populations. Students must also be able to problem-solve through analysis, synthesis, and reasoning. Problem solving must occur in a timely fashion. Students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities related to services to clients. This includes being able to function under stressful situations and to adapt to changing environments. Students must be able to perform their duties with compassion and integrity.

1. Social work students with disabilities should be held to the same essential requirements as their non-disabled peers. Accommodations must be reasonably made to assist in learning, performing, and satisfying the essential requirements.
2. Students with disabilities will be expected to have achieved, with

accommodation if needed, the same essential requirements as their peers who are not disabled.

REQUESTS FOR ACCOMMODATION

1. An applicant to the School of Social Work may disclose a disability and request accommodation during the admission process. **THIS IS NOT REQUIRED.** However, an applicant may want to determine the School's response to a specific accommodation request early in the admissions process. An applicant who chooses voluntarily to disclose a disability should write, call or visit the University's Office of Student Services in conjunction with the School's Office of Student Affairs to disclose the disability and discuss accommodation requests. This process must be done every semester in order for a student to be provided services.

2. After admission, students can disclose disabilities and request accommodation by writing, calling or visiting the University's Office of Student Services and the School's Office of Student Affairs.

3. The University's Director of the Office of Student Services, and the SSW Assistant Dean for Student Affairs, will interview the applicant or student and gather all relevant information. The applicant or student will be required to submit in writing from his/her physician the requested accommodation and pertinent supporting

documentation. The documentation will include a history of accommodations granted previously in other educational programs, if applicable, and references who can discuss with the Director of UMB Student Services and the Assistant Dean the experience of the applicant or student in other educational settings.

4. The University's Office of Student Services Director requires medical (or other) verification of disabilities and proof of information presented concerning accommodations. The School may require independent medical examinations or other testing to verify claimed disabilities or utility of accommodations.

5. After gathering all relevant and necessary information, the Director of Student Services, in conjunction with the Assistant Dean, will review the information gathered, consider the accommodation request and advise the SSW Offices of the Deans concerning the request. The UMB Director of Student Services and the Assistant Dean may request additional information and may seek technical and medical consultations from resources in the School, at the University level, or from off-campus resources.

6. Reasonable accommodation should be made to facilitate student progress where such accommodation does not significantly interfere with the essential functions of the School of Social Work or adversely and significantly

affect the rights of other students or populations being served.

7. Accommodations requested by an individual with a disability will be measured against the standard: Would the proposed change fundamentally alter the nature of the course, educational program, or other activity related to the School, including field placements? If the answer is "yes," then the University/School is not required to make the accommodation.

8. A request for extra time for completion of an exam or writing assignment will be granted when a disability requiring such extra time is diagnosed. The amount of extra time granted will be related to the recommendations consistent with the diagnosis.

9. The costs of reasonable accommodation as defined under the ADA and the Rehabilitation Act will be borne by the University's Office of Student Services/School of Social Work.

10. Any student who becomes aware of a disability requiring accommodation, or of a need for accommodation of a previously known disability, must request the accommodation as soon as the need for accommodation has been identified. A student can expect a written response from the University Director of Student Services/Assistant Dean and/or Associate Dean for Administration within 21 days of submitting all required documentation, as described above. The time may be extended if the School requests

additional information, which cannot reasonably be gathered within the period.

11. The Director of Student Services/the Assistant Dean and/or the Associate Dean will make a decision concerning a request for accommodation. Grievances in relation to accommodation services can be brought before the Student Grievance Committee if they cannot be successfully mediated by the Assistant Dean.

WHERE CAN SERVICES BE OBTAINED?

Services must be requested at the UMB Student Services Office (Student Center at Pine Street, Room 238). You must submit appropriate medical documentation to Cynthia Rice, Director for Student Services, to certify your disability. Once the documentation has been provided to student services, a copy must also be submitted to Assistant Dean Lucia Rusty of the School of Social Work, Office of Student Affairs, Room 2W14. Arrangements for services will be addressed by Ms. Cynthia Rice and the SSW offices of the deans. Students with disabilities must meet with Director Cynthia Rice for ADA services every semester to apprise her of needed accommodations for School of Social Work classes and field.

STUDENT SERVICES OFFICE (CENTRAL ADA OFFICE)

Location: Student Center at Pine Street
Room 238
Contact: Cynthia Rice, Director
Phone: 410.706.7117
Fax: 410.706.0265
E-mail: crice@umaryland.edu

Referrals may then be made to the following sites:

Computer Center /Informatics

Location: School of Social Work, Room 3E29
Contact: David Pitts, Assistant Dean
Phone: 410.706.5112
E-mail: dpitts@ssw.umaryland.edu

Counseling Center

Location: Student Center at Pine Street, Room 228
Contact: Carrie Burmaster, Director
Phone: 410.328.8404
Fax: 410.328.5291
E-mail: cburmast@umaryland.edu

(continued on pg. 4)

(Service Referral Sites Continued)

Health Sciences and Human Services Library (HS/HSL)

Location: Reference Desk, 111 S. Greene Street
Contact: Anna Tatro
Liaison and Outreach Services Librarian
Phone: 410.706.7374
Fax:
E-mail: atatri@hshsl.umaryland.edu

Media Center

Location: School of Social Work, Room 4E39
Contact: David Giegerich, INST Tech Specialist
Phone: 410.706.7232
E-mail: dgiegerich@ssw.umaryland.edu

Office of Administration and Registration

Location: School of Social Work, Room 1W15
Contact: Jennie Bloom, Associate Dean
Phon 410.706.6102
Fax: 410.706.6046
E-mail: jbloom@ssw.umaryland.edu

Parking Services

Location: 622 West Fayette Street (2nd floor,
Pearl Street Garage)
Contact: Pearl Price, Program Management Specialist
Phone: 410.706.6603
Fax: 410.706.4342
E-mail: parking@umaryland.edu

Student Health Services

Location: 29 S. Paca Street
Contact: Dr. Kevin Ferentz or
Harlean M. Millman, BSN
Phone: 410.328.6791 or 410.328.2686
Fax: 410.328.0716

WHAT SPECIAL SERVICES ARE AVAILABLE?

- ADA Student Aid (assists students with special equipment)
- Computer Lab Assistants (SSW)
- Copying services (enlarging of articles, handouts, and examinations)
- Counseling through the University Counseling Center
- Health Sciences and Human Services Library
- Note-takers for classes
- Proctoring of exams (as needed)
- Ramp accessibility to School of Social Work
- Referral/tests to determine learning disabilities
- Research assistants via HS/HSL
- Sign language interpreters
- Specially equipped computers (voice activated, keyboards with large print, and screens that can enhance print)
- TDD/TTY equipment
- Tape recorder/tapes
- Transcribers
- Tutoring Services
- ADA parking
- Accommodations must be requested by a physician, counselor, social worker, or an evaluator.

ADA AUTHORIZATION DOCUMENT & ACCOMMODATION REQUEST FORM

Date: _____ Student Identification #: _____

Name: _____

E-mail: _____

Telephone: (Day) _____ (Evening) _____

Faculty Advisor (if known): _____

Area of Specialization: _____

Concentration: _____

Note: Status of Medical Documentation to Verify Disability:

Original documentation must be submitted to the University's Student Services Office/Central ADA Office, Student Center at Pine Street, Room 238.

Modification/Service(s) requested for student by physician--please check appropriate box(es):

- | | |
|--|--|
| <input type="checkbox"/> Sign language interpreter | <input type="checkbox"/> Note-takers for classes |
| <input type="checkbox"/> TDD/TTY equipment | <input type="checkbox"/> Computer Lab Assistance (SSW) |
| <input type="checkbox"/> Specially equipped computers | <input type="checkbox"/> Proctoring exams |
| <input type="checkbox"/> Copying services | <input type="checkbox"/> Ramp accessibility |
| <input type="checkbox"/> Tutoring services | <input type="checkbox"/> Tape recorder/tapes |
| <input type="checkbox"/> Transcribers | <input type="checkbox"/> Counseling through the
Counseling Center |
| <input type="checkbox"/> Referral/counseling to
determine learning disability | <input type="checkbox"/> Other |
| <input type="checkbox"/> Research assistance via Health
Sciences/Human Services Library | _____ |

(Cont'd. on back)

I hereby give permission for the School of Social Work's Office of Student Affairs (OSA), in conjunction with the University's Student Services Office, to arrange for services/ accommodations needed in the classroom, field sites, or overall environment.

NOTE:

It is the responsibility of the student to inform the field instructor or professor of their disability at the beginning of every semester. In addition, ADA students are to meet with Cynthia Rice, Director of the University's Central ADA Office, at the beginning of every semester to discuss needed accommodations/services.

The ADA Office is located in the Student Center at Pine Street, Room 238, and can be reached by calling 410.706.7117.

Name (*Signature Required*)

Date

MAILING ADDRESS:

School of Social Work
University of Maryland Baltimore
Office of Student Affairs
Louis L. Kaplan Hall
525 West Redwood Street
Baltimore, Maryland 21201

Phone: 410.706.5100

Fax: 410.706.7897

E-mail: *studentaffairs@ssw.umaryland.edu*

OTHER IMPORTANT NUMBERS:

Admissions: 410.706.7922

Field Instruction: 410.706.7187

SSW Registration: 410.706.6102

Central ADA Office: 410.706.7117

University of Maryland School of Social Work
Office of Student Affairs
410.706.5100
studentaffairs@ssw.umaryland.edu

Commitment To Provide ADA Services

Overview

On July 26, 1990, President George Bush signed the Americans With Disabilities Act into law. The University of Maryland School of Social Work is committed to ensuring that students who are disabled are provided with reasonable accommodations to assist them in their studies. The Office of Student Affairs (OSA) will, in conjunction with the UMB Central ADA Office, at the student's request, arrange for accommodations in classroom settings, at field sites, and at other School-sanctioned activities.

If you would like to request special services, please complete the enclosed Disclosure and Accommodations Request Form. You must sign the form to authorize the provision of ADA services and provide appropriate medical documentation certifying your disability — as mandated by law. The document serves as authorization and verification that the student meets ADA guidelines and is entitled to services as cited under the act; this document is kept in a confidential file. The ADA form must be submitted to the OSA and the UMB Student Services Office (Student Center at Pine Street--Room 238) at the beginning of every semester.

Services for students with disabilities are provided
in conjunction with the University's
Office of Student Services.

The Office of Student Affairs
"YOURS IN SERVICE"

410.706.5100
SSW Room 2W14
studentaffairs@ssw.umaryland.edu



Lucia M. Rusty
Assistant Dean for
Student Affairs



Theresa Washington
Executive Assistant