

# The Center for Academic Enrichment

## ACADEMIC SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

The ADA Office is located on the third floor of the McQuade Library in the Center for Academic Enrichment. The Mission of the ADA Office is to provide equal access to higher education for students with diagnosed disabilities as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) & the ADA Amendments Act of 2008 (ADAAA).

The ADA Office embraces the College's mission to enlighten minds, engage hearts and empower lives. The ADA Office serves as an advocate for students; works closely with the College community to increase campus awareness of disability related access issues; and develops collaborative relationships on campus and in the community to promote an environment conducive to the completion of higher education degree requirements.

Students who are interested in receiving services through the ADA Office must:

1. Identify themselves as a student with a disability
2. Request services
3. Submit documentation of their disability
4. Schedule an appointment with the ADA Office

The ADA Academic Coordinator will review potential accommodations and develop an Accommodation Plan with the student. Students are encouraged to take a proactive role in accessing services.

Reasonable Accommodations must be directly linked to functional limitations determined by a comprehensive review of documentation. Reasonable Accommodations which provide equal access to education must not interfere with academic/technical standards or essential course requirements.

The ADA Academic Coordinator works closely with the ADA Compliance Coordinator and the ADA Compliance team in addressing access issues on campus. Students who are interested in receiving accommodations or who have questions about documentation guidelines are encouraged to contact:

Elaine DiVincenzo  
ADA Academic Coordinator  
978-837-5140  
Divincenzoe@merrimack.edu

ADA Academic & Community  
Liaison/Compliance Officer  
978-837-5351

## POTENTIAL CLASSROOM & TESTING ACCOMMODATIONS

- Preferential seating
- Extended time to complete work in the classroom
- Permission to tape record lectures
- Note-taking support
- Audio texts
- Assistive technology
- Furniture (desk/chair accommodations)
- Extra time for testing
- Reduced distraction environment for testing
- Permission to use a word processor, spell/grammar checker, calculator
- Reduced course load
- Preferential registration
- Accessible rooms in the residence halls

## DOCUMENTATION GUIDELINES

- Documentation needs to be provided by a licensed and/or credentialed professional
- Testing must be current
- Report should include a clinical summary and a clear diagnostic statement identifying the disability
- Current Individualized Educational Plan (IEP) and/or 504 Plan should be included and any other evaluations and/or reports that address current strengths and functional limitations
- Documentation should include a list of current services and recommendations for college accommodations

Please contact the ADA Office regarding documentation requirements for specific disabilities.

Merrimack College does not offer a separate program for students with disabilities. Students with disabilities are encouraged to participate in college programs and extracurricular activities. If a student requires specialized services, the ADA Office will provide referrals to outside organizations.

