

The Office of Accessibility Resource Services (ARS) at New England Conservatory coordinates reasonable accommodations and services for undergraduate and graduate students with documented disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments of 2008. Such accommodations may include the use of a note-taker, course materials in alternative formats, extended time in academic settings, as well as housing and other campus-related accommodations.

Students seeking accommodations will first need to fill out this Academic Accommodations Request form and schedule an appointment to meet with the Coordinator of Accessibility Resource Services.

Directions to Students:

- Complete Part I
- Sign the *Student Authorization to Release Information* on **both** Part I and Part II
- Provide Part II to your physician/psychiatrist/psychologist/medical professional
- Submit both parts to Accessibility Resource Services (contact info below)

An Individualized Education Plan (IEP) and/or Section 504 Plan can be submitted along with the medical documentation or psychological/neuropsychological evaluation; however, it cannot solely be used for determination of accommodations. Also, students can submit letters verifying accommodations received during their previous educational experiences (i.e. high school, college, etc.) as well as accommodation memos for standardized examinations (i.e. SAT, ACT, GRE, GMAT, MCAT). Such supporting documents serve to demonstrate history of accommodation; they are not a substitute for medical documentation in accordance with NEC documentation guidelines.

PLEASE NOTE: This form must be filled out once to formally request accommodations. To renew accommodations each semester, you have to complete a Faculty Notification form.

PART I: To be completed by students:

Student Information

Last Name: _____ First Name: _____ Middle Initial: _____

NEC ID#: _____ Date of Birth: _____

Cell Phone: (_____) _____ NEC Email Address:
_____.@necmusic.edu

Gender: ☐ Male ☐ Female ☐ Other: _____

Street Address

Apt./Unit

Local Address: _____

City

State/Province

Zip/Postal Code

Country

Permanent Address: _____
Street Address Apt./Unit

City State/Province Zip/Postal Code Country

Please select your class status:

- ☐ Freshmen (U1) ☐ Sophomore (U2) ☐ Junior (U3) ☐ Senior (U4) ☐ Graduate (G/P)
☐ Tufts/NEC Student ☐ Harvard/NEC Student

What is the nature of your disability? (Please check all that apply)

- ☐ Hearing ☐ Physical/Medical ☐ LD/ADD/Psych ☐ Visual ☐ Temporary ☐ Other

Have you previously received accommodations and services from DSS at NEC?

- ☐ No ☐ Yes

If yes, when did you receive these services?

Which semester are you requesting accommodations for?

- ☐ Fall 20____ ☐ Spring 20____ ☐ Summer 20____

Please describe in detail which accommodations you are requesting: (use additional sheets if necessary)

Will you require assistance in an emergency evacuation? _____Yes _____No

Student Authorization to Release Information

☐ I acknowledge that an exchange of information may need to take place between the licensed clinician/medical professional noted in my documentation and the Office of Academic and Student Affairs/ Disability Support Services for the purpose of evaluating my request for accommodations. I allow all parties to discuss any information related to accommodation request. I understand that my personal medical information will be shared on a "need to know basis" with other Conservatory offices. I give my permission for such communication when necessary.

Student Signature: _____ Date: _____

Parent/Guardian Signature (if student is under 18):

_____ Date: _____

Please mail, fax, or email* completed form and documentation to:

Accessibility Resource Services

Office of Academic and Student Affairs
New England Conservatory
290 Huntington Ave.
Boston, MA 02115
Email. ars@necmusic.edu
Phone. 617.585.1310
Fax. +1 857 465 7943

*For secure email upload instructions please see the last page of this form.

Request for Reasonable Academic Accommodations

Clinician Information

Student Name: _____ NEC ID (P000xxxxxx Format): P000_____

Student Authorization to Release Information

☐ I acknowledge that an exchange of information may need to take place between the licensed clinician/medical professional noted in my documentation and the Office of Academic and Student Affairs/Disability Support Services for the purpose of evaluating my request for academic accommodations. I allow all parties to discuss any information related to my accommodation request. I understand that my personal medical information will be shared on a "need to know basis" with other Conservatory offices. I give my permission for such communication when necessary.

Student Signature: _____ Date: _____

Parent/Guardian Signature (if student is under 18):

_____ Date: _____

Accommodations are only available to students identified as having a disability. **A disability is defined under the American's with Disabilities Act as "a physical or mental impairment that substantially limits one or more major life activities."** Examples of major life activities are: Major bodily functions, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, performing manual tasks, and caring for oneself.

Part II: To be completed by the licensed clinician/medical professional:

Based on the definition above, does the student have a disability? _____Yes _____No

Is the student currently under your care: _____ Yes _____ No

Date of initial diagnosis: _____

Date of initial contact with student: _____

Most recent contact with student: _____

Please follow the below guidelines in order to submit the appropriate documentation that is necessary for the student:

- In the case of a **physical or chronic health condition**, please submit current medical documentation for the student that provides a specific diagnosis, describes symptoms, demonstrates an impact on a major life event (i.e. learning, walking, sight), list recommended educational accommodations and provide a rationale for each accommodation.
- **Traumatic Brain Injury (TBI)/Post-Concussive Syndrome** documentation should come from a qualified health care professional such as a neuropsychologist, neurologist, or occupational therapist. Testing might be required to determine the impact of the TBI on the student's cognitive functioning. The medical documentation should outline the history of the condition, how the TBI impacts the student in on or more major life activities, and the recommended accommodation's along with the rationales for each accommodation.
- If the student is seeking accommodations on the basis of a **psychological or psychiatric disability**, the documentation should come from a qualified health care professional, such as a licensed psychologist, licensed social worker, and/or a psychiatrist. Please submit a letter that provides a thorough, detailed picture of the student's condition and how it impacts a major life activity (i.e. learning, concentration). Please provide a rationale for each accommodation. If the student is taking psychotropic medication, the documentation should identify the medication and the possible side effects of the students functioning.
- Documentation of **learning disabilities and/or Attention Deficit/Hyperactivity Disorder (LD/ADHD)** should include a psychological or neuropsychological evaluation that is current (not more than 5 years old), and a specific diagnosis with the DSM-V or ICD-10. For each accommodation that is recommended, please include a rationale.
- If the student is diagnosed with **Autism Spectrum Disorder (ASD)** and seeking accommodations, please submit a psychological or neuropsychological evaluation that substantiates the limitation on a major life activity. Also, is there are co-existing medical conditions impacting the student, then it is encouraged to identify them and provide connections on how these conditions might impact the student's learning.

Regardless of the disability, the documentation must provide sufficient information that substantiates the limitation on a major life activity as a result of the disability.

Nature of Disability (please mark all that apply):

- ☐ Physical or Chronic Health Condition
- ☐ Traumatic Brain Injury (TBI)/Post-Concussive Syndrome
- ☐ Psychological or Psychiatric
- ☐ Learning Disabilities and/or Attention Deficit/Hyperactivity Disorder (LD/ADHD)
- ☐ Autism Spectrum Disorder (ASD)

Formal/Specific Diagnosis: _____

Level of severity: _____Mild _____Moderate _____Severe

Duration: _____Temporary _____Permanent _____Chronic/Recurring

Describe any relevant functional limitations that are substantially limited: _____

Current treatment plan (counseling, prescribed or recommended medications, etc.) and prognosis:

Recommendations for classroom/course accommodations: _____

Provider Information (cannot be related to student):

Provider Name (print): _____

Title: _____Specialty: _____

License/Certification #: _____State: _____

Phone: _____Fax: _____

May we contact you if we have any questions about this student's accommodation request?

____Yes ____No

Provider Signature: _____Date: _____

Please mail, fax, or email* completed form and documentation to:

Accessibility Resource Services

Office of Academic and Student Affairs

New England Conservatory

290 Huntington Ave.

Boston, MA 02115

Email. ars@necmusic.edu

Phone. 617.585.1310

Fax. +1 857 465 7943

*For secure email upload instructions please see the last page of this form.

Secure Email Upload Instructions

Go to this site: <https://necmusic.secureemailportal.com/>

Step 1: Register for Secure Email

- Scroll to the bottom of the page to New to Secure Email? Click the box that says Register.
- Enter your personal email address and create a password.
- Click Register.
- Check your email for a confirmation message and click the link to verify.
- Click Activate when prompted to activate your new password, then click Continue.

Step 2: Log In

- You will be taken to the login page.
- Enter your email address and password.
- Click Sign In.

Step 3: Compose Your Message

- Once logged in, click the Compose tab.
- In the To: field, select Disability Support Services from the drop-down menu.
- In the Subject: line type Your Name, Accommodation Request.

Step 4: Attach Your Form

- Click Attach File and upload the completed form you have saved on computer.

Step 5: Send Your Message

- (Optional) Write a message in the email body.
- Click Send at the top of the page.