



## Disability Services Office

Location: The Academic Success and Advising Center in the Harris & Betts Smith Learning Center

Phone: 908-852-1400 ext. 2168 Fax: 908-979-4277 Email: [dso@centenaryuniversity.edu](mailto:dso@centenaryuniversity.edu)

Office Hours: Monday-Friday 8:30am-4:30pm

DSO website: <http://www.centenaryuniversity.edu/academics/disability-services/>

### Mission

In order to ensure compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (1990), the mission of the Disability Services Office (DSO) is to provide access to Centenary University's facilities and programs. This is done through a range of reasonable accommodations and support services to identified members of the community that experience disabilities. The office also strives to serve as a liaison and resource to the members of the Centenary University community regarding disability issues.

### Support for Students with Disabilities

The Disability Services Office works closely with eligible students to arrange for reasonable academic and housing accommodations, which will afford each student the opportunity to participate fully in Centenary University's services, programs, and activities. Staff members are also available, by appointment, to assist students with developing learning strategies and provide coaching for disability related issues.

### Application Process and Document Submission for Accommodations

Students who are requesting academic accommodations through the Disability Services Office, should use the Application for Accommodations. Students requesting housing accommodations should use the Application for Housing Accommodations. Both can be mailed upon request by contacting the Disability Services Office at 908.852.1400 ext. 2251 or 2168. The application must be accompanied by documentation which outlines the disability and functional limitations for the requested accommodations.

#### Documentation:

- In order to assess the current impact on the student's functioning, documentation should be recent.
- Any testing that is submitted should have been conducted within the past three years, letters from professionals should be no more than one year old.
- Documentation must be comprehensive and contain a diagnostic statement identifying the disability and establishing clear evidence of a significant impact on functioning.
- Requested accommodations must be relevant to the disability.
- Documentation must be prepared by a medical or other licensed and credentialed professional whose professional credentials should be matched with the disabling condition.

Since reasonable accommodations and special services are based upon assessment of the current impact of the student's disabilities on academic performance, it is in the student's best interest to provide appropriate documentation. **For specific questions regarding documentation, contact DSO for guidelines.**

#### Review Process:

Once all documents have been received, the Director of Disability Services will review all of the submitted information. Applicants may be contacted to clarify information on documents or be asked to visit campus for an interview. Upon completion of the review the student will be notified via email.

**The Disability Services Office also offers two intensive support programs, Project ABLE and STEP Ahead, which are specifically designed to support students with learning differences who would benefit from academic coaching.**

Students applying for full-time admission can choose to apply for Project ABLE and STEP Ahead at any time during the application process. A decision of admission to the University is determined independently of application to Project ABLE and/or STEP Ahead. **To apply for Project ABLE** (with or without STEP Ahead) complete the Application for Intensive Support Services posted on the Disability Services Office website. Other required documentation is a psychological evaluation, educational evaluation, and an IEP, 504 plan or letter of accommodation from the most recent institution attended. The student will also need to notify the Disability Services Office of their admittance to the University prior to the student's file being reviewed for admittance to the intensive support services programs.

*\*Project ABLE services do not include emotional or behavioral intervention plans for in-class or out-of-class settings. All Centenary students must be otherwise qualified to attend the University and abide by the conduct policies of the institution.*

## Project ABLE

### Academic Bridges to Learning Effectiveness

Project ABLE is an educationally based, comprehensive learning support program designed specifically for students with diagnoses that affect learning. The purpose of the program is to provide a "bridge" between the structured and sometimes modified secondary-school setting to the predominantly self-directed college environment. This is accomplished through the creation and implementation of a student-centered success plan developed collaboratively with a Learning Support Specialist that includes the use of accommodations and services. Centenary University does not modify its curriculum for students with disabilities; however, Project ABLE compliments a tradition of personalized, quality education which creates a high potential for a successful transition. Project ABLE is a fee-based program and the fee is billed per semester. Students are given an opportunity to re-enroll or opt out of the program each semester. Students wishing to opt out of the program must do so in writing and are reminded via email to do so before the start of each semester.

#### Project ABLE Emphasizes:

- Personal responsibility
- Self-advocacy
- Independence
- Remediation of study skills and techniques
- Development of self-help skills
- Personal reflection

#### Project ABLE Services Include:

- Individual weekly meetings with a Learning Support Specialist
- Specific seminars & activities
- Access to professional tutors trained in disability issues
- Interpersonal skills group (Bridges group)
- Close academic monitoring
- Advisement regarding disability related issues

## STEP Ahead

### Summer Transition and Enrichment Program

The STEP Ahead Program at Centenary University is an intense four-week residential pre-college program held during Summer Session II for incoming Freshmen enrolled in Project ABLE. Students will live on campus from Sunday evening through Thursday evening during the four-week program. The program is designed to enhance the development of a student's self-advocacy, independence, interpersonal and academic skills. The primary goal of the STEP Ahead Program is to appropriately prepare the student for college level work. Enrollment is limited to 12-15 students who have learning differences that affect academics and whose educational background indicates a need for basic skills remediation, developmental education, or specialized support. Admission to the program is limited to those students who have been accepted for and intend to enroll at Centenary University in the fall semester.

#### STEP Ahead presents the opportunity to:

- Earn credits toward graduation
- Develop the skills needed to succeed at the post-secondary level
- Interact with members of the faculty
- Experience living & studying on campus
- Establish relationships with staff and peers
- Remediate areas of weakness and hone strengths
- Familiarize oneself with campus resources & offices

#### STEP Ahead offers:

- The ability to create a personalized success plan
- A professional student-centered staff
- Appropriate college level and developmental coursework
- Specific seminars & activities
- Access to professional tutors trained in disability issues
- An opportunity to realize your true potential!