

Dear Student,

The Art Institute of Pittsburgh Online Division provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at The Art Institute of Pittsburgh Online Division.

If you have a disability and would like to request reasonable accommodations, you should notify the Office of Disability Services at 1-877-872-8869, ext 33000 or [aiods@aii.edu](mailto:aiods@aii.edu) of your specific limitations and, if known, any specific accommodations. You will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon sharing the Notification of Accommodations Letter provided by the Office of Disability Services with the instructor. Therefore, you are encouraged to request accommodations as early as feasible with the Office of Disability Services to allow for time to gather necessary documentation. If you have a concern or a complaint in this regard, please contact the Office of Disability Services at [aiods@aii.edu](mailto:aiods@aii.edu) , 1-877-872-8869, ext 33000. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

Attached to this letter, you will find the Disability Notification Form and the Guidelines for Documentation of a Disability. Upon the receipt of the Notification Form, the Disability Services Coordinator will contact you regarding your documentation to determine eligibility for reasonable accommodations at The Art Institute of Pittsburgh Online Division. If you have documentation, you may fax or mail it to the address below along with the Notification Form. **PLEASE MARK CONFIDENTIAL ON YOUR FAX COVER SHEET OR MAILING ENVELOPE.**

The Office of Disability Services  
The Art Institute of Pittsburgh Online Division  
1400 Penn Avenue, Pittsburgh, PA 15222  
Fax: 412-992-9393

Sincerely,

The Office of Disability Services

**ACCOMMODATION REQUEST FORM**

The Office of Disability Services organizes services for qualified students with disabilities requiring reasonable accommodations. Notifying The Art Institute of Pittsburgh Online Division that you have a disability is optional. However, if you are requesting a disability-related accommodation, we need as much advance notice as possible.

If you have a disability and need to request accommodations, please complete the following information and return to **The Office of Disability Services, FAX 412-992-9393.**

Name \_\_\_\_\_

Phone \_\_\_\_\_ Student ID# \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Country \_\_\_\_\_ Zip Code \_\_\_\_\_

Start date: \_\_\_\_\_ Program \_\_\_\_\_

Nature of disability and **functional limitations** resulting from it:

\_\_\_\_\_  
\_\_\_\_\_

Please indicate accommodation(s) you are requesting.

\_\_\_\_\_  
\_\_\_\_\_

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Student Signature

Date

The Art Institute of Pittsburgh Online Division does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran's status, genetic marker, or any other characteristic protected by state, local, or federal law in our programs and activities.

## GUIDELINES FOR DOCUMENTATION OF DISABILITIES

In order to verify eligibility for services and to fully evaluate requests for accommodations or auxiliary aids, The Art Institute of Pittsburgh Online Division requires documentation from a qualified diagnostician or treating health care provider that the individual has a disability in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Documentation should include evaluative data identifying the current functional limitations of the disability which support the need for accommodations. If the data provided is insufficient to support the accommodation request, further information may be requested. Cost and responsibility for providing the evaluation are borne by the student. Documentation will remain in a private confidential file in the Office of Disabilities Services. The Office of Disabilities Services staff is available to consult with the diagnostician regarding these guidelines.

Since the documentation provided constitutes the basis for determining reasonable accommodations, it is in a student's best interest to **provide recent and appropriate documentation** to serve as the basis for decision making about a student's need for accommodations in an academically competitive environment. The evaluation will be considered current if it can provide accurate information about the student's present abilities and needs as related to the presenting request for accommodation. Academic testing should be done at the adult level. The student's individual development, the typical progression or stability of the disability, and changes in the student's environment are all factors in this determination.

### **Documentation should include:**

- 1. A statement identifying the nature of the disability experienced by the student and expected progression or stability of the impact of the disability over time**
- 2. A description of the type of evaluation methods or procedures used the results and the date of the evaluation.**

Diagnostic methods used must be congruent with the disability and current professional practices within the field. Type of evaluation may include the administration of specific test instruments, physical examination, clinical interview, etc.

**For diagnosis of learning disabilities,** Current tests of IQ, achievement and information processing (may be IQ test sub-scores) conducted at the adult level must be included: a single test is not acceptable for this diagnosis. Tests must be standardized and individually administered. An Individual Education Plan (IEP) may be sufficient documentation with an accompanying psychologist report, aptitude and achievement scores.

**Aptitude Tests:** *The Wechsler Adult Intelligence Scale-III, IV or successive editions (WAIS)* with all subtest scores is preferable. *The Woodcock-Johnson Psycho-Educational Battery Revised: Tests of Cognitive Ability* or a similar instrument is acceptable. **Achievement Tests:** Current levels of functioning in all areas in which accommodations are required. Acceptable instruments include, for example, *the Woodcock-Johnson Psycho-Educational Battery Revised: Tests of Achievement, Stanford Test of Academic Skills*

(TASK), Weschler Individual Assessment Tests (WIAT) or specific achievement tests such as the *Tests of Written Language-3 (TOWL-3)*, *Woodcock Reading Mastery Tests Revised*, or the *Stanford Diagnostic Mathematics Test*. (Neither the *Wide Range Achievement Test Revised* nor *The Slingerland High School Screening Test* is acceptable.)

**Information Processing:** Specific areas of information processing (e.g., short and long term memory, sequential memory, auditory and visual perception/processing, processing speed) must be assessed. Use of subtests from the *WAIS-R* or the *WJ-R Tests of Cognitive Ability* are often used.

**3. A description and severity of the current functional impact(s) of the disability.** Include any impacts on physical, perceptual and/or cognitive functioning that might result in a need for accommodation in college level academics and related activities.

**4. Treatments, medications, services and/or assistive devices currently prescribed, their level of effectiveness and side effects from medications only if they affect the student's ability to meet the demands of the postsecondary educational environment (e.g. physical, perceptual, behavioral, or cognitive).**

**5. If requesting accommodations related to the disability in school-sponsored housing, include:**

- a. Provide a clear description of the suggested housing configuration
- b. Connect the suggested configuration or accommodation to the impact of the condition
- c. Provide possible alternatives to the suggested configuration/accommodation
- d. A statement of the level of need for, or the consequences of not receiving, the suggested accommodation

**6. The credentials of the diagnosing professional(s).**

Provide information indicating the certification, licensure, and/or the professional training and experience of individual(s) conducting the evaluation. A "qualified diagnostician" is one whose credentials demonstrate expertise in the type of disability evaluation provided. The documenting professional must be unrelated to the student. The letter should be on professional letterhead, signed, and include the licensed professional's title, license number, address, and phone number.

Suggestions for accommodations, adaptive devices, assistive services, and support services as specifically related to the functional impacts noted may be included; however, the final determination rests with the Disability Services Coordinator.

Documentation should be provided to:

The Office of Disability Services

The Art Institute of Pittsburgh Online Division

1400 Penn Avenue, Pittsburgh, PA 15222

Phone 1-877-872-8869, ext 33000, Fax 412-992-9393, Email [aiods@aii.edu](mailto:aiods@aii.edu)