

Hello from the RBHS Office of Disability Services!

Below you will find information that may be useful as you prepare for current and upcoming course planning

We invite your feedback <https://www.surveymonkey.com/r/2RH3NWW>

Would you like additional information or a presentation in your course? Let us know: odsrbhs@ca.rutgers.edu

Accommodations

What is a Letter of Accommodations (LOA)?

A Letter of Accommodations or LOA is your official notification that a student has been approved by the Office of Disability Services (ODS) to receive reasonable accommodations. The LOA is provided to students who have met all of the following criteria:

- Submitted appropriate documentation to verify their disability.
- Met with a representative from the RBHS ODS.
- Have been approved as an individual who is covered under the Americans with Disabilities Act, Amendments Act of 2008 and/or Section 504 of the Rehabilitation Act of 1973.
- Are eligible to receive reasonable accommodations.
- Are approved for reasonable accommodations that do not fundamentally alter the nature of their RBHS program or course.

The letter contains course accommodations approved by the Office of Disability Services based on the student's disability. If you have questions about an LOA or particular LOA you receive, do not hesitate to contact [RBHS ODS](#) for clarification.

Why am I receiving this Letter of Accommodations?

The LOA serves as a way for students to make themselves and their approved accommodations known to you/your school. It is your/your program's responsibility to work with the student and the ODS to ensure your students' accommodations are met.

How will I receive the Letter of Accommodations?

Students are encouraged to present Letters of Accommodations to their professors as early as possible. However, it should be understood that under some circumstances, students may submit their letters later in the semester. Keep in mind that accommodations are not retroactive and are effective only upon submission of the LOA to you/your school. Students are asked to present the LOA in private and not in front of other students. This approach protects the student's confidentiality regarding their disability status and promotes a more healthy exchange between the student and their professor/school. Students may also email their LOA to you. **NOTE: RSDM LOAs are processed through Academic Affairs and Medical School LOAs are processed through Student Affairs, so students in these schools do not give their LOAs directly their faculty members.**

For FAQs on Letters of Accommodations please visit :

<https://ods.rutgers.edu/faculty/frequently-asked-questions/letters-of-accommodations>

If you have additional questions or concerns please contact our RBHS ODS office at 973-972-5396, or via email at odsrbhs@ca.rutgers.edu.



Providing Equal Access

Referring a Student to RBHS ODS

What if I have a student who is struggling and I suspect they have a disability?

Please do not ask the student if they have a disability. Instead, speak to the student privately and focus on the behaviors you have observed. If warranted, you may **refer them to a variety of resources** such as the student wellness program, the RBHS writing center, health services, and the RBHS ODS. **Note: Referring a student only to the RBHS ODS assumes their struggle is the result of a disability.**

However, if a student discloses a disability to you, please do make a direct referral to our office. Students may email us at odsrbhs@ca.rutgers.edu or call 973-972-5396 or fill out a registration form at <https://webapps.rutgers.edu/student-ods/forms/registration>

Additional student support resources may be at <https://oasa.rbhs.rutgers.edu/office-of-disability-services/resources/>

Resources

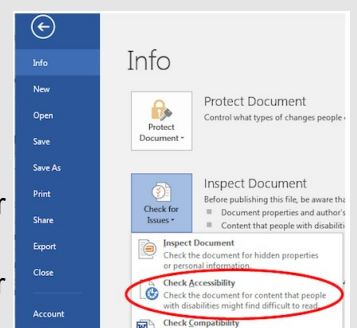
- The Rutgers University - Newark Counseling center counseling.newark.rutgers.edu/clinical-services
- Counseling, ADAP & Psychiatric Services (CAPS): rhscaps.rutgers.edu
- Rutgers University Behavioral Health Care: ubhc.rutgers.edu
- Resources for preparing accommodations for the USMLE Board exams <http://ods.rbhs.rutgers.edu/resources/RBHS-USMLEmanual.pdf>

For additional resources please visit:

<http://ods.rbhs.rutgers.edu/resources/index.html>

Tips on Making a Document Accessible

- Remember users with visual disabilities (do not use color alone to convey a message, for example).
- Keep in mind font and sizing: ALL CAPS can be difficult to read.
- Use your products' native accessibility checker
- Remember that a screen reader (used by persons who are blind or have a reading based disability), cannot "read" an image, picture or graphic. Be sure to add captions and/or use alt text descriptions



For more information on how to make a document accessible, please visit:

<http://ncdae.org/resources/cheatsheets/>