

**RUTGERS BIOMEDICAL AND HEALTH SCIENCES
OFFICE OF DISABILITY SERVICES**

**Student Handbook
2020-2021**

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INTRODUCTION

Welcome to the Rutgers Biomedical and Health Sciences Office of Disability Services

The Rutgers Biomedical and Health Sciences (RBHS) Office of Disability Services (ODS) is committed to providing equal educational opportunity for persons with disabilities in accordance with the Nondiscrimination Policy of the University and in compliance with Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 1998, and with the ADA Amendments Act of 2008.

This handbook is a guide for RBHS students with a documented disability(s) who are applying for or are already receiving accommodations. It includes information about the ODS, the accommodation process, and resources for students. This handbook is designed to assist students through the accommodation process from the beginning of their studies through to their graduation.

About Us

Rutgers Biomedical and Health Sciences Office of Disability Services (ODS) provides the necessary tools, resources and support for individuals with disabilities to become responsible decision-makers and self-advocates in charge of their own future.

Mission

The Office of Disability Services is dedicated to the philosophy that all Rutgers University students are assured equal opportunity, access and participation in the University's courses, programs, activities, services and facilities. We recognize that diverse abilities are a source of strength, empowerment, and enrichment for the entire university community and we are committed to the elimination of physical, instructional, and attitudinal barriers by promoting awareness and understanding throughout the university community.

Our Vision

The Office of Disability Services at Rutgers strives to become a model program for students with disabilities in higher education. We are committed to developing a comprehensively accessible and universally designed University that nurtures the full participation and contribution of every individual. Our team strives to provide the necessary tools, resources and supports for individuals with disabilities to become responsible decision-makers and self-advocates in charge of their own future. We envision a campus community where all individuals are welcomed, valued, and encouraged to be contributing members.

CONFIDENTIALITY AND RELEASE OF INFORMATION

The Office for Disability Services (ODS) is committed to ensuring that all information regarding a student is maintained confidentially as required or permitted by law. Any information collected is used for the benefit of the student. This information may include psycho-educational testing, grades, biographical history, disability information, and case notes.

Procedures for handling student information have been adopted by ODS and are rigorously followed by the staff of ODS. Students are informed of their confidentiality rights during their first meeting with ODS.

The following are ODS policies and procedures regarding confidentiality and the release of information from a student's file:

1. Student information obtained by Rutgers University shall only be shared with others within the institution on a need-to-know basis. Only the disability services staff has immediate access to student files and records. For example, university faculty and staff do not have a right or a need to access diagnostic or other information regarding a student's disability; they only need to know what academic adjustments, auxiliary aids, and/or services are necessary or appropriate to meet the student's disability-related needs. If a student has requested an academic adjustment, auxiliary aid, and/or service, the student will be informed, upon request, as to what information is being provided to the faculty or staff regarding the request.
2. Information in files will not be released except in accordance with federal and state laws, which require release if a student:
 - States that they intend to harm themselves or another person(s).
 - Reports or describes any physical abuse, neglect, or sexual abuse of children or vulnerable adults within the last three years (this includes the occurrence of abuse or neglect to the student if they were under age eighteen at the time of the abuse).
 - Reports the use of an illegal drug for non-medical purpose during pregnancy.
 - Reports or describes sexual exploitation by counseling or healthcare professionals.
3. A student's file may be released pursuant to a court order or subpoena.
4. A student may give written authorization for the release of information when they wish to share it with others. Before giving such authorization, the student should understand the information being released, the purpose of the release, and to whom the information is being released. Information will not be released without consent unless required by federal or state law.
5. The ODS will not release information to a student, outside agency, parent, etc. that was obtained directly from a third party (e.g., if documentation, records or information regarding a student is obtained directly from a physician, the information will not be released). The student, outside agency, parent, etc. will need to obtain the documentation, records or information directly from the third party who originally supplied the information.
6. The ODS may charge a reasonable fee for costs incurred in connection with the copying of information.

CONTACT INFORMATION

Rutgers Biomedical and Health Sciences

Cindy Poore-Pariseau, Ph.D.

Director, Disability Services
Rutgers Biomedical and Health Sciences
Rutgers University
65 Bergen Street, Suite 1441
Newark, NJ 07107
(V) 973 972 5396
(F) 973 972 5320
cindy.poorepariseau@rutgers.edu

Jenna Rose, MA
Coordinator, Disability Services
Rutgers Biomedical and Health Sciences
Rutgers University
65 Bergen Street, Suite 1441
Newark, NJ 07107
(C) 973 634 4823
(F) 973 972 5320
jenna.rose@rutgers.edu
Pronouns: She,her,hers

Each school also has a Disability Services Coordinator who may assist students with disability services when the RBHS ODS office personnel are not available and/or when additional support is needed for activities such as coordinating exam locations and facilitating conversations with faculty members.

Ernest Mario School of Pharmacy

For students in the first to pre-professional years prior to the First Professional (Third) Year of the Pharm.D. at Rutgers-New Brunswick: students applying for disability services should apply for services through the Office of Disability Services Rutgers-New Brunswick.

For students beginning their First Professional (Third) Year of the Pharm.D. at Rutgers-New Brunswick and beyond: students applying for disability services should contact:

Nancy Cintron

Associate Dean for Student Affairs
Mailing address: 160 Frelinghuysen Road
Piscataway, New Jersey 08854
Office Address: Busch Campus, Ernest Mario School of Pharmacy
William Levine Hall - Room 113B

(848) 445-6280

nancy.cintron@rutgers.edu

School of Graduate Studies - Newark

Nadine Rose

Assistant Director for Administrative Services

Office of Student Affairs

Medical Science Building Room C696

185 South Orange Avenue

Newark, NJ 07101-1709

973-972-4511

stevenna@gsbs.rutgers.edu

Smita Thakker-Varia, Ph.D.

Research Tower, Room 102

675 Hoes Lane West

Piscataway, NJ 08854

732-235-5393

varia@rutgers.edu

New Jersey Medical School

Sarah Karl, Ph.D.

Assistant Dean

Office of Student Affairs

Medical Science Building

185 South Orange Avenue

Newark, NJ 07103

Room: MSB B 639

973-972-5409

karl@njms.rutgers.edu

School of Nursing

For nursing students at the University Avenue (Newark), Blackwood, Bergen Street, campus locations:

Kofi G. Polley, Ed. M.

Director of Administration: Administration and Student Services

School of Nursing - Rutgers, The State University of New Jersey

Locations: Newark, New Brunswick, and Blackwood, NJ

Office: 973-353-5415

kgp52@sn.rutgers.edu

For undergraduate nursing students at the New Brunswick/Piscataway location:

Office of Disability Services
Lucy Stone Hall, Suite A145
54 Joyce Kilmer Ave.
Piscataway, NJ 08854
848-445-6800
dsoffice@echo.rutgers.edu

Rutgers School of Dental Medicine

Emily Sabato, Ed.D.

Office of Academic Affairs
110 Bergen St.
Newark, NJ 07103
Room B-822
973-972-4758
sabatoeh@sdm.rutgers.edu

School of Health Professions

Michael Canzano

Program Support Specialist
Office of Student Affairs
Stanley S. Bergen, Jr. Building, Suite 149
65 Bergen Street
Newark, NJ 07101-1709
973-972-8594
mc1767@shp.rutgers.edu

Robert Wood Johnson Medical School

Sonia Garcia Laumbach, MD

Assistant Dean for Student Affairs/Assistant Professor, Family Medicine
Room TC-113
675 Hoes Lane
Piscataway, NJ 08854
732 235 4060
sgarcia@rwjms.rutgers.edu

School of Public Health

Michael Vega, Ph.D.

Director of Student Support Services
Office of Student Affairs
683 Hoes Lane West
Piscataway NJ, 08854-8045
732-235-4646
mikevega@sph.rutgers.edu

DISABILITY INFORMATION

The Americans with Disabilities Act (ADA) amended in 2008 states that a person with a “disability” is a person:

- with a physical or mental impairment which substantially limits one or more of the major life activities of such individual;
- with a history or a record of such impairment;
- who is regarded by others as having such an impairment.

Examples of physical or mental impairments may include, but are not limited to:

- Attention Deficit Hyperactivity Disorder
- Autism Spectrum Disorders
- Chronic Medical Conditions
- Deaf/Hard of Hearing
- Learning Disabilities
- Mental Health Disabilities
- Mobility Impairments
- Visual Disabilities

Temporary Disabilities/Impairments

Temporary conditions or injuries do not last long (typically 8 weeks or less), are not chronic, and have little or no outstanding or lasting effects. The University does recognize that temporary conditions and injuries can be problematic and may adversely affect a student’s ability to fully participate in class. For more information on temporary disabilities/impairments, including transportation, please visit the [temporary conditions website](#).

SCREENINGS AND EVALUATIONS

If you suspect you have a disability and would like to receive accommodations, you should be evaluated as soon as possible. Evaluations are not a quick process and you cannot apply for accommodations until you have the proper documentation. Please note that the university does not pay for evaluations; the cost is your responsibility. Some RBHS schools’ financial aid offices may be able to assist in with the cost of this testing. Please reach out to your school’s financial office regarding this possibility.

Please note: Accommodations are not retroactive, which means they cannot be applied to courses you have taken or are currently taking, before you are approved; the sooner you apply for accommodations, the sooner you will be able to utilize any accommodations that are approved.

Screenings and Evaluations at The Graduate School for Applied and Professional Psychology (GSAPP)

One source for evaluations for a disability is GSAPP. If you suspect that you may have the following conditions, you may need an evaluation/screening and documentation for academic accommodations for:

- Learning Disabilities
- ADHD
- Traumatic Brain Injury (TBI)/Concussion/Post-Concussion Syndrome
- Neurodevelopmental Disorders
- Other Neurological Disorders
- Psychological Concerns (e.g., anxiety or depression, Post-Traumatic Stress Disorder)

For more information on GSAPP, how long their waiting list is, how to request an evaluation, and the costs of an evaluation please visit [The Graduate School for Applied and Professional Psychology's website](#).

(Please see the documentation guidelines on pages 14-16 for the documentation needed to apply for and receive accommodations)

REQUESTING SERVICES FOR A DOCUMENTED DISABILITY

If you know you have a disability or suspect you may have one, please request accommodations or services **as soon as possible**. You will not receive accommodations or services until **ALL the steps below are taken and you have been approved**, so please do not wait! **Accommodations are not retroactive**, which means they cannot be applied to courses you have taken or are currently taking until you have taken the steps below and are approved.

Following are the steps you will need to take in order to request and receive services for your documented disability:

- 1) If you have not previously done so, **complete and submit the Registration Form** at <https://radr.rutgers.edu/resource/registering-services-and-general-inquiries>. Upon completion of this form, you will receive a confirmation email of your submission. If you are applying for accommodations or services, please answer the questions as accurately and thoroughly as possible so that we may process your request in a timely manner. When asked for your campus or location, please input RBHS, regardless of the physical location of your classes. Upon completion of the form, a representative from ODS will contact you, typically within 3 days. If you have not heard from us after within 3 days, please contact our office at 973-972-5396/ 973-634-4823 or odsrhbs@ca.rutgers.edu.
- 2) **Schedule an intake interview:** Upon receipt of your completed registration form, a representative from ODS will contact you to schedule an intake interview meeting. During this interview, ODS will explore your accessibility-related needs and discuss how ODS might best assist you in securing access to your education and educational environment. This intake meeting may be conducted in person, by video, or by phone. If you received a receipt

for your registration, but have not heard from the ODS within three days, please call the ODS office at 973-972-5396/973-634-4823 to schedule an intake appointment.

- 3) **Submit appropriate documentation:** On or before your intake meeting (if possible), please submit appropriate documentation that meets the ODS guidelines for your disability (<https://radr.rutgers.edu/student/documentation-guidelines-and-principles>) Documentation may be submitted by any of the following methods:
 - Sending an email to: odsrbhs@ca.rutgers.edu
 - Faxing to 973-972-7596 ATTN: ODS and email odsrbhs@ca.rutgers.edu to let us know you have faxed the documentation.
 - Bringing the documentation to your appointment

- 4) Upon completion of your intake, ODS will consider any new information along with your documentation to determine appropriate accommodations. This information will be presented at a case review meeting, consisting of other ODS professionals from Rutgers, where appropriate accommodations are determined. As appropriate, the school coordinator for the student's program may also be consulted. You will be informed when a decision has been made, reflecting one of the following applications statuses:
 - Reasonable Accommodation Request Approved
 - More Information Needed
 - Application Not Approved and why

- 5) Renew accommodations every semester/year

Students who receive accommodations, except for Dental and Medical students, must renew accommodations every term. Dental and Medical students renew accommodations yearly.

To receive/renew your accommodations every semester (non-Dental/Medical students)

- 1) Navigate to the following web page: <https://radr.rutgers.edu/resource/letter-accommodations>.
- 2) Complete the Letter of Accommodation (LOA) request form (one form per course or clinical/clerkship).
- 3) Input "RBHS" in the "Campus" section of the form and select the accommodations you want to activate for each course.
- 4) After your form has been submitted, RBHS ODS will review the requested accommodations and, if all of the information is accurate, ODS will approve the LOA and your Letter of Accommodations will be sent to you.
- 5) It is your responsibility to submit your Letter of Accommodations (LOA) to your professor(s). You can provide your LOA to your professor in person or via email as an attachment. We encourage each student to request confirmation from your instructors by submitting the LOA via email (even if you are also meeting with your professor(s) in person to review your accommodations).
- 6) It is important that you and your professor(s) have a clear understanding of what is agreed upon regarding the use and implementation of these accommodations.

- 7) Keeping in mind that accommodations are not retroactive, we encourage you to submit your LOA to your professor as early in the semester as possible. However, it is understood that under some circumstances (e.g., you were approved for accommodations later in the semester, or you were recently diagnosed), you may submit your letter later in the semester.
- 8) If you have questions regarding your Letters of Accommodations or the process to request your LOA, please contact us at odsrbhs@ca.rutgers.edu.

To renew your accommodations every year (Dental/Medical students)

- 1) Navigate to the following web page: <https://ods.rutgers.edu/my-accommodations>
- 2) Complete the LOA request form (one form per course or clinical/clerkship).
- 3) Input “RBHS” in the “Campus” section of the form and select the accommodations you want to activate for each course.
- 4) After your form has been submitted, RBHS ODS will review the requested accommodations and, if all of the information is accurate, ODS will approve the LOA and your Letter of Accommodations will be sent to you.
- 5) **Medical Students:** It is your responsibility to submit your Letter of Accommodations to your Student Affairs Office for distribution to your Course or Clerkship Directors. You can provide your LOA to your Student Affairs office in person or via email, as an attachment. We encourage you to request confirmation from your Student Affairs Office by submitting the LOA via email (even if you are also meeting with them in person to review your accommodations).

Dental Students: It is your responsibility to submit your Letter of Accommodations to your Academic Affairs Office for distribution to your Course Directors. You can provide your LOA to your Academic Affairs office in person or via email, as an attachment. We encourage you to request confirmation from your Academic Affairs Office by submitting the LOA via email (even if you are also meeting with them in person to review your accommodations).

- 6) It is important that you and your Student/Academic Affairs Office have a clear understanding of what is agreed upon regarding the use and implementation of these accommodations.
- 7) Keeping in mind that accommodations are not retroactive, we encourage you to submit your LOA to your Student/Academic Affairs Office as early in the semester as possible. However, it is understood that under some circumstances (e.g., you were approved for accommodations later in the semester, or you were recently diagnosed), you may submit your letter later in the semester.
- 8) If you have questions regarding your Letters of Accommodations or the process to request your LOA, please contact us at odsrbhs@ca.rutgers.edu

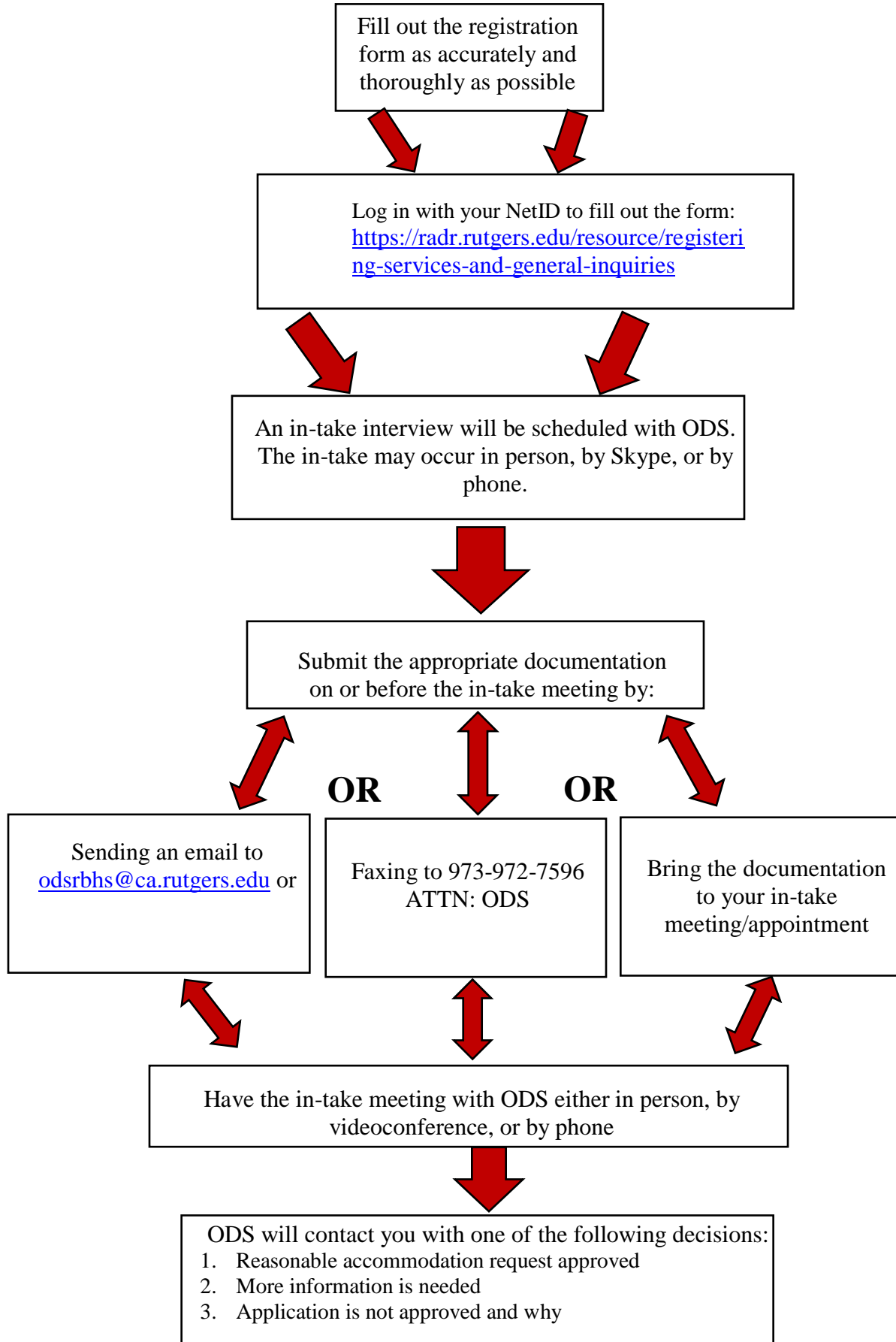
APPLYING FOR ACCOMMODATIONS CHECKLIST

*If you know you have a disability or suspect you may have one, please request accommodations or services **as soon as possible**. You will not receive accommodations or services until **ALL the***

steps below are taken and you have been approved, so please do not wait! Accommodations are not retroactive, which means they cannot be applied to courses you have taken or are currently taking until you have taken the steps below and are approved.

- Fill out the Registration Form as accurately and thoroughly as possible
 - <https://radr.rutgers.edu/resource/registering-services-and-general-inquiries>
- An intake interview will be scheduled. The intake may occur in person, by videoconference, or by phone.
- Submit the appropriate documentation on or before the intake meeting by:
 - Sending an email to: odsrbhs@ca.rutgers.edu
OR
 - Faxing to 973-972-7596 ATTN: ODS (email us to let us know the information has been faxed)
OR
 - Bringing the documentation to your appointment
- ODS will contact you once a decision has been made, with one of the following statuses:
 - Reasonable accommodation request approved or
 - More information is needed or
 - Application is not approved and why

APPLYING FOR ACCOMMODATIONS FLOWCHART



GENERAL DOCUMENTATION GUIDELINES

With these principles in mind, the guidelines for documentation below are recommended for Rutgers University to enhance consistency and to provide the information needed to assist students in establishing eligibility for services to receive appropriate accommodations. The guidelines are broad enough to allow for flexibility in accepting documentation from a range of perspectives given the different educational environments within Rutgers University.

A combination of the following forms of documentation will be utilized to support accommodation requests at Rutgers University.

- Student self-report
- Medical and health records
- Psycho-educational/Neuro-psychological reports
- School records (e.g. Individualized Education Plans, 504 Plans and Summaries of Performance)
- Observations and interactions

Components of student self-report (information obtained through submitted documentation and during the intake process with ODS):

- Description of diagnosed condition(s)
- Description of previous educational experiences
- Description of past use of accommodations or services
- Description of condition's impact related to the academic environment
- Description of current need for reasonable accommodations for individual courses, programs, activities and facilities.

Components of professionally prepared documentation:

Qualified Professional:

- Completed by a qualified professional who is a licensed or otherwise properly credentialed professional who has appropriate training and experience, and has no close, personal relationship with the student being evaluated.

Clear Diagnostic Statement:

- Documentation must include a clear diagnostic statement identifying the disability and the date of the most current diagnostic evaluation, as well as the date of the original diagnosis, as appropriate.

A Description of Diagnostic Methodology:

- A description of the current diagnostic criteria, evaluation methods, procedures, tests, as well as a clinical narrative interpretation
- Where appropriate to the nature of the disability (e.g., learning and cognitive disorders) the report should contain both summary data and specific tests scores.
- Diagnostic methods that are congruent with the particular disability and current professional practices in the field are expected.

- Methods may include formal instruments, medical examinations, structured interview protocols, performance observations and unstructured interviews. If results from informal or non-standardized methods of evaluation are reported, a clear explanation of their role and significance in the diagnostic process should be included.

Current Functioning and Need for Current Documentation:

- Reflects current functioning: a combination of the results of formal evaluation procedures, clinical narrative, and the individual's self-report is the most comprehensive approach to fully documenting impact of a condition.
- Relatively recent documentation is recommended; common sense and discretion in accepting older documentation of disabilities that are permanent or non-varying are recommended.
- Changes in the functional impact of a condition (e.g., result of growth, development, changes in symptomatology) may warrant more frequent updates in documentation.
- The necessity of recent documentation may depend on the facts and circumstances of the student's disability and the accommodations requested.

Functional Limitations:

- Documentation should be thorough enough to demonstrate whether and how a major life activity is substantially limited by providing a clear sense of the severity, frequency and pervasiveness of the disability.

Description of Expected Duration, Progression and Stability of a Condition:

- Documentation must provide information on expected changes or fluctuation of the individual's disability over time if the disability is cyclical or episodic in nature.
- Information should be provided regarding known or suspected environmental triggers that might impact the need for adjusted reasonable accommodations.
- If a condition is unstable, information regarding intervention (including an individual's own strategies); recommended timelines for updates; and potential reevaluations are helpful in determining reasonable accommodations.

Supported Need for Requested Reasonable Accommodations:

- The rationale for seeking information about a student's condition is to support the ODS in establishing disability, understanding how the disability may impact a student, and making informed decisions about reasonable accommodations that facilitate equal access to the institution's courses, programs, facilities and activities.
- The documentation should include recommendations for reasonable accommodations and services and should be logically related to the student's functional limitations and their specific condition.
- The recommendations by outside agents will be considered and may be adopted when they are congruent with the institution providing equal access to courses, programs, facilities and services and when they are considered to be reasonable in nature. The technical standards and essential requirements of a program or course are taken into consideration when determining reasonable accommodations.

- The ODS may substitute another reasonable accommodation, if it is considered to be as effective and parallel to the one recommended while ensuring that the determination is a deliberative and collaborative process.
- Documentation of a specific disability does not translate directly into a specific accommodation or set of accommodations; instead, reasonable accommodations are determined on a case-by-case and course-by-course basis and based upon a deliberative and collaborative process that is responsive to the unique experience of an individual and the unique course and/or program in which the student is enrolled.
- After careful review of all factors, the ODS has the right to request additional documentation when the need for reasonable accommodations are not supported, or deny a requested accommodation when deemed unreasonable.

For more comprehensive guidelines, please refer to the <https://radr.rutgers.edu/student/documentation-guidelines-and-principles> or use the links below.

Guidelines for specific disabilities:

Attention Deficit/Hyperactivity Disorders

- <https://radr.rutgers.edu/student/documentation-guidelines-attention-deficit-hyperactivity-disorder>
- Provider <https://webapps.rutgers.edu/student-ods/Forms/Documentation>

Learning Disabilities

- Guidelines <https://radr.rutgers.edu/student/documentation-guidelines-learning-disability>
- Provider Upload: <https://webapps.rutgers.edu/student-ods/Forms/DocumentationMedicalConditions>

Medical Conditions

- Guidelines: <https://radr.rutgers.edu/student/documentation-guidelines-medical-condition>
- Forms: <https://webapps.rutgers.edu/student-ods/Forms/MedicalCondition>
- Printable PDF Form: <https://ods.rutgers.edu/sites/default/files/documents/2020-03/Medical%20Condition%20Form%20New.pdf>

Psychological Disorders

- Form: <https://webapps.rutgers.edu/student-ods/Forms/PsychDisabilityDocumentation>
- Printable PDF Form: https://ods.rutgers.edu/sites/default/files/documents/2020-03/Psych%20Form%20Revised%202011_2018.pdf

Traumatic Brain Disorders

- Form: <https://webapps.rutgers.edu/student-ods/Forms/TBIDocumentation>
- Accessible PDF Form: https://ods.rutgers.edu/sites/default/files/documents/2020-03/traumatic_brain_injury_tbi_documentation_form.pdf

Additional Parking & Transportation Verification Form

- Medical Certification for Additional Parking and Transportation: https://rutgers.ca1.qualtrics.com/jfe/form/SV_1U0bLzQFwSy8Fz7

TYPES OF ACCOMMODATIONS

What is an accommodation?

A **reasonable accommodation** is any modification or adjustment that will enable a qualified student with a disability to participate in a course, program, facility, activity or service and includes adjustments to assure that a qualified individual with a disability has rights and privileges equal to students without disabilities. Reasonable accommodations may include academic adjustments, auxiliary aids, services, or modifications for facilities.

However, Rutgers Biomedical and Health Sciences is not required to provide accommodations that would “fundamentally alter” the educational program or academic requirements that are essential to a program of study or to fulfill licensing requirements.

Types of Accommodations

Exam/Quiz Accommodations:

- Enlarged print
- Extended time (100% or 50%)
- No Scantrons
- Reduced distraction testing location
- Use of a calculator
- Use of a screen reader
- Use of a scribe
- Use of a computer/laptop
- Use of a text reader

In Class Accommodations:

- American Sign Language Interpreter
- Communication Aided Realtime (CART) captioning
- Note Taking Assistance

Assistive Technology

- Alternative format for textbooks or course materials
- Use of a digital recorder to record lectures

- Use of a screen reader
- Use of a smart pen to record lectures and take notes
- Use of a text reader to read course materials
- Use of FM system in class

ACCESSING ACCOMMODATIONS

For students who have been approved for Note Taking Accommodations:

There are various note-taking options for students who have already been approved for this accommodation, including recording of lectures, use of a Smart-Pen or a services called Sonocent or Notability, or obtaining a notesharing from within their own class.

Students approved for recordings of lecture shall:

1. Check to see if their course is already available via podcast or other recorded format.
2. Either provide their own recorder or request a recorder from ODS.
3. Read, sign, and comply with the recording agreement.
4. Return the recorder to the Office of Disability Services once enrollment at the RBHS ends.
5. Understand that requesting a recorder after the term has commenced may result in up to two business days before a recorder may be available.

Students Approved for Notetaking Assistance

1. Prior to requesting note taking services, students should check with their course instructors to determine if the course lectures are available via recording or podcast. If so, student should determine how to access the recording. If note taking assistance is approved and still needed (in addition to the recorded lecture) students should proceed to number 2.
2. Request a notetaker for courses by meeting with the ODS or sending the ODS an email (odsrbhs@ca.rutgers.edu) with the following information (at least 14 business days prior to the start of the term or, within a couple of days if your accommodations are granted after the beginning of the term):
 - a. The full title of the course
 - b. The course number and section
 - c. The instructor's first and last name
 - d. The instructor's phone number and email address
 - e. Indicate in the email that you are requesting a notetaker
3. Meet with your ODS School Coordinator as soon as possible to discuss how class notes will be obtained.
4. Contact the ODS if the notes being provided are not adequate.

5. Report any difficulties to the ODS as soon as possible.
6. Send an email to the ODS if the intention is to be absent for three or more consecutive class sessions.
7. Be aware that being absent for three consecutive class periods without advance notification may result in a cancellation of notetaking services for that particular course. Also, be aware that the Office of Disability Services is not obligated to provide notes for a student who is absent from class.
8. Promptly inform the ODS if this service is no longer required.
9. Understand that if a notetaker is requested after the term has commenced it may take up to fourteen (14) business days before a notetaker is assigned.

For students who have been approved for Alternate Exam/Test/Quiz Arrangements:

- 1) Any student requesting Alternate Exam/Test/Quiz arrangements as an approved accommodation should first work with their instructors or program/course/clinical directors to arrange for extended time and/or reduced distraction testing (if this is an approved accommodation).
 - a) **(All RBHS Schools except School of Nursing, Medical and Dental Schools)** It is best that instructors proctor their own exams, but we understand this is not always possible. Students must notify their professor/course/clinical directors about alternate exam arrangements a minimum of five business days (not including holidays or weekends) prior to the date of the scheduled exam. After notification, a mutually beneficial time/date/location should be set for the student to take the assessment with accommodations.
 - b) **(Medical Schools)** Students will work with their Course/Clinical Directors, and Office of Education to arrange for extended time and/or reduced distraction testing. **(Dental School)** Students will work with the office of Academic Affairs to arrange for extended time and/or reduced distraction testing.
 - c) **(School of Nursing, graduate students)** Students must notify their instructors a minimum of five business days (not including holidays or weekends) prior to the date of the scheduled exam. Upon notification, instructors will complete the testing request form at the following link: <https://rutgersnursing.wufoo.com/forms/q1mof6d00ezb21/> After this form has been completed, the Nursing school's testing coordinator will work with students and instructors to arrange for proctored testing.
- 2) If an RBHS school faculty member is unable to proctor the exam, the faculty member should contact their School Coordinator to make arrangements for the test/exam to be proctored as soon as exam/test/quiz dates have been identified. Students should also be mindful that five (5) business days prior to the exam/test/quiz is the latest that such requests may be submitted and honored. Business days do not include Saturdays,

Sundays or Holidays. Students must submit the following information for each exam/test/quiz for which accommodations are being requested.

- The full title of the course
- The date of the exam/test/quiz
- The time the exam/test/quiz begins and ends for the entire class (the School Coordinator will calculate extended time if applicable)
- The instructor's first and last name
- The instructor's phone number and email address
- The first and last name of the student making the request

In addition to placing the request with their School Coordinator, students should discuss with the instructor their exam/test/quiz accommodations at the beginning of the term. This conversation insures that the instructor is aware of the need for testing accommodations, and also allows the instructor to discuss ways in which they may accommodate the student. Finally, by having this discussion early in the term, the instructor may identify questions or concerns for which they need to contact the Office of Disability Services in a timely manner.

Students must know their availability and have a copy of their Letter of Accommodations with them at the time of this discussion (with the faculty member or with RBHS ODS School Coordinator).

For students who have been approved for Books/Text in Alternate Format

Any student approved for Books/Texts/Course Materials in Alternate Format (ATF) must follow the instructions at <https://radr.rutgers.edu/resource/alternate-format-text-services> in order to request AFT materials:

Welcome to the Alternate Format Text (AFT) web page. AFT is the term applied to course materials such as textbooks, electronic documents, exams and other print materials which students with print disabilities need converted into accessible formats. AFT may include but are not limited to: braille, audio, large print and electronic format. In this section you will find helpful information on how to:

- Find the list of your required course materials (contact your instructor, program director or check your syllabi).
- Schedule your initial appointment: <https://radr.rutgers.edu/resource/getting-started-alternate-format-text-andor-assistive-technology>
- What to do after your intake--connecting to Box, Bookshare, and software downloads: <https://radr.rutgers.edu/resource/post-aft-intake>
- Check if your course materials exist already in an accessible format: <https://radr.rutgers.edu/resource/how-find-your-textbook-electronic-formats>
- Prepare for submitting a request for AFT: <https://radr.rutgers.edu/resource/aft-request-process>

- Alternative Format Text Request Form: <https://webapps.rutgers.edu/student-ods/Forms/AFT>

The steps above should be completed 30 business days before the start of the term in which the books/texts are required. When this time frame is not possible, students may not have their ATF materials available by the start of the term. Requests produced after the start of the term will be processed as soon as possible, on a first-come, first-served basis. The number of pages and the number of other pending requests may impact how quickly conversions may be completed.

In the event there is no electronic version of course materials, the student must be aware that scanning textbooks into alternate format may require permanently separating the pages of the book from the binding. If the Office of Disability Services must separate the pages of a book from its binding, students may be reimbursed for the cost of the book by providing their ODS with the original purchase receipt.

The following information will be needed when AFT is requested:

- The full title of the text
- The edition
- The full name of the author
- The 10 or 13 digit ISBN number

Students in need of ATF materials are responsible for their materials and for contacting instructors or departments to obtain book/text information. The Office of Disability Services understands that some instructors do not determine which texts will be used until just before the start of classes, and this may cause a delay of the student's receipt of AFT materials. Such materials will be produced for student use as soon as possible.

For students who have been approved for Interpreting/Captioning Services

Any student approved for interpreters or captionists must make their request online at <https://radr.rutgers.edu/resource/aslcart-services> at least thirty (30) business days prior to the start of the term. Requests made after the term begins may take up to thirty (30) business days to fulfill. When completing the form, student will need to have the following information available:

- The full title of the course
- The course number and section
- The instructor's first and last name
- The instructor's email address and phone number
- The first and last name of the student making the request
- A statement indicating a request for interpreting and/or captioning services

Students requiring this service (interpreting or captioning) for tutorial sessions or meetings (of an academic nature or related to Student Life activities) should contact the Rutgers' Exam/ASL & CART Administrator by phone: 848-445-4423 or by email at

marie.lisa@rutgers.edu as soon as possible. Please note that last minute requests may not be filled because of the limited availability of qualified interpreters/captionists. Student should immediately inform the Rutgers' Exam/ASL & CART Administrator if this service is no longer required. Please also note that student must immediately report to the Rutgers' Exam/ASL & CART Administrator any difficulties experienced with the interpreting/captioning service. Finally, Rutgers' Exam/ASL & CART Administrator should be informed at least 48 hours before a planned absence from class.

GENERAL STUDENT RIGHTS AND RESPONSIBILITIES

RBHS Students with documented disabilities who have been approved for accommodations have the right to:

- Receive information in accessible formats
- Confidentiality
 - Disability-related information will not be disclosed without written permission, unless such disclosure is required by law or on a need to know basis within the university
- An equal opportunity to acquire the same information, engage in the same interactions and access the same services as students without disabilities, with substantially equivalent ease of use.
- Reasonable and appropriate accommodations and services, which are determined on an individual basis.

RBHS Students with documented disabilities accommodations have the responsibility to:

1. Identify themselves as a person with a disability to the Disability Services office to begin the process of requesting accommodations. See the section: *Applying for Accommodations* for information on how to begin the process of requesting accommodations. The university is not responsible for identifying students with disabilities or for contacting such students to begin the accommodation request process.
2. Provide appropriate documentation, which conforms to the university's guidelines. If the ODS review committee declares the student's documentation insufficient for any reason, the student is responsible for pursuing additional documentation required and to pay any costs thereof.
3. If accommodations are approved, make an appointment to receive their Letter of Accommodation (LOA) along with instructions regarding how to distribute the Letter of Accommodation to instructors/clerkship/course directors and how to effectively utilize their approved accommodations.
4. Present/distribute Letters of Accommodations to the appropriate instructors/clerkship/course director:
 - 4a. Dental schools students: obtain your Letters of Accommodations and present them to your Office of Academic Affairs during the first week of class or as soon as possible, if

approved after the first week of the term. The Office of Academic Affairs will distribute the information as appropriate.

4b. Medical schools students: obtain your Letter of Accommodations and present them to your Office of Student Affairs during the first week of class or as soon as possible, if approved after the first week of the term. The Office of Student Affairs will distribute the information as appropriate.

4c. All other students: obtain the Letter of Accommodation and present it to your instructors during the first week of class or as soon as possible, if approved after the first week of the term. You should understand that it is your responsibility to discuss with the instructor the accommodations listed in the Letter of Accommodation. Instructors may contact the Office of Disability Services if they have questions or concerns that you are unable to address.

Specific Student Responsibilities

Students who may be disabled by the learning environment are responsible to:

- Register with the RBHS Office of Disability Services;
- Disclose disability to the Office of Disability Services in a timely manner;
- Provide appropriate documentation;
- Follow all University policies and procedures for obtaining reasonable accommodations and services;
- Meet academic requirements and maintain standards for all students for activities, programs, services, and courses.

Grievance Procedures for Students with Disabilities

Rutgers Commitment and Policy Statement

Rutgers is dedicated to the philosophy that all individuals with disabilities are assured equal opportunity, access and participation in the University's courses, programs, activities, services and facilities. We recognize that diverse abilities are a source of strength, empowerment, and enrichment for the entire university community and we are committed to the elimination of physical, instructional, and attitudinal barriers by promoting awareness and understanding throughout the university community. Rutgers University is committed to providing equal educational access for individuals with disabilities in accordance with applicable federal and state laws and in accordance with University's Policies including Policy 60.1.8:

Equal Employment Opportunity and Affirmative Action Policy:

<https://policies.rutgers.edu/sites/default/files/60.1.8%20-%20current.pdf>

Policy 60.1.12: Policy Prohibiting Discrimination and Harassment:

http://oirap.rutgers.edu/msa/documents/60.1.12_000.pdf

Policy 70.1.5 World Wide Web Accessibility Policy

<https://policies.rutgers.edu/sites/default/files/00016108.PDF>.

At each Rutgers University campus (Camden, Newark, New Brunswick and Rutgers Biomedical and Health Sciences (RBHS)) there is an Office of Disability Services (ODS) that provides reasonable academic adjustments, accommodations and services for students with disabilities. For information about the contacts and offices of disability services for each Rutgers campus, please visit the campus ODS web site (<https://radr.rutgers.edu/resource/contacts-rutgers-offices-disability-services>) for information on how to apply and obtain academic adjustments, accommodations and services.

APPLICABILITY

Rutgers University has adopted this grievance procedure for students with disabilities, enrolled at Rutgers University, as the means to provide for prompt and equitable resolution of grievances alleging any action related to the following types of concerns or issues within a Rutgers course, program or activity:

1. Complaints that a student has been denied requested academic adjustments, accommodations, services or modifications related to Rutgers courses.
2. A student's allegation of the inaccessibility of a Rutgers course, program, service, activity, facility, parking, or transportation.
3. Complaints that an accommodation previously granted to a student has not been implemented.

These procedures do not apply to other types of complaints of alleged discrimination or harassment based on a student's disability, which are addressed by other University offices. If a student believes that they have been discriminated or harassed because of their disability by a Rutgers employee or third party, the student should contact the Office of Equal Opportunity (OEE) and should not utilize this grievance process. For further information on the process of contacting OEE, please visit the OEE web site: <http://uhr.rutgers.edu/policies-resources/policies-procedures/policy-and-compliance-guidelines/discrimination-and>.

If a student believes that they have been discriminated against or harassed because of their disability by a Rutgers student, the student should contact the Office of Student Conduct on their campus. If a student is unsure which process applies to their particular situation, a student can follow the procedures in Section V and the appropriate University personnel will be assigned to their case and make contact with the student.

OVERVIEW OF THE GRIEVANCE PROCEDURES

Rutgers has adopted this grievance procedure for students with disabilities, enrolled at Rutgers, as the means to provide for prompt and equitable resolution of grievances for the reasons listed in Section II. Students also have the option of pursuing the University's [Informal Resolution Process](#). It is encouraged that a complainant reports an incident immediately when it occurs or as soon as possible thereafter. Grievances should be submitted no later than sixty (60) days of the date the person filing the complaint becomes aware of the alleged action. Reports filed after 60 days will still be accepted. However, it may be more difficult for the University to investigate and provide a remedy or resolution to a complaint the longer time passes from the incident.

If a student opts to pursue the [Informal Resolution Process](#) they may later elect to pursue the University's Grievance Procedure, including after the informal resolution process has already been initiated or if not satisfied with the resolution of the informal resolution process. However, if the student accepts the proposed resolution as part of the Informal Resolution Process, the matter may not be reopened through the University's Grievance Procedure.

Although students are encouraged to attempt to resolve complaints pertaining to disabilities by using the University's Informal Resolution Process or Grievance Procedures, they have the right to file a complaint directly with the [U.S. Department of Education, Office for Civil Rights \(OCR\)](#)

, Enforcement Office, 32 Old Slip, 26th Floor, New York, NY 10005-2500 or the [New Jersey Office of the Attorney General, Division of Civil Rights](#)

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WHO CAN FILE A GRIEVANCE

Any student with a disability enrolled at Rutgers University can utilize these Disability Grievance Procedures for the reasons mentioned in Section II.

Within these procedures, the student who files a grievance within these procedures will be referred to as the **Complainant** and the individual (s) who the student has filed the grievance about will be considered the **Respondent**.

NOTE:

When the Complainant is someone other than the victim of the alleged conduct, the victim also will be deemed the Complainant for purposes of the rights and options available under these grievance procedures.

HOW TO FILE A GRIEVANCE

The following information is required for any grievance to move forward regardless of the means filed:

1. The name, current mailing address, phone number (where you can be reached during normal business hours) and email address of the person initiating the grievance.
2. A full description of the alleged act(s) in sufficient enough detail to enable the individual investigating to understand what occurred, when it occurred, and the basis for the alleged complaint.
3. A summary of the steps the complainant has already taken in attempt to resolve the problem. This would include the names of persons involved; contact information of those involved (if available); and the departments or offices inside and outside of the University already contacted.
4. A statement of the requested resolution (What would the complainant like to see happen to resolve this matter).
5. Any supporting documentation, including any correspondence related to the matter.

The grievance process may be initiated through any of the following preferred means:

- **Online:** [Complete the Grievance Form for Students with Disabilities](#)
- . This form provides a template for the information needed to move forward with the grievance.
- **Mail:** You may file by mail to the following address:

ADA/504 Coordinator
1 Liberty Plaza, 335 George St. Suite 2107
New Brunswick, NJ 08901

If you submit in this manner, please include the required information listed above in "How to File a Grievance."

- **Email:** You may email the completed Grievance Form for Students with Disabilities or your own signed letter to ADA_Compliance@uec.rutgers.edu
- .

If you submit in this manner, please include the required information listed above "How to File a Grievance."

Note: Other forms of filing will be considered upon request such as a face-to-face or other means of verbal communication. In order to do so, please contact the ADA/504 Compliance Officer by email: ADA_Compliance@uec.rutgers.edu

or phone: 732-235-5047 to request a non-written filing and an appointment.

COMPLAINT PROCEDURES

A.INITIAL ASSESSMENT

Upon receipt of the grievance, the University's ADA/504 Compliance Officer will assign the matter to the appropriate University personnel who will act as the investigator. As an initial matter, all grievances shall be reviewed by the investigator to determine whether they contain all required information as listed above. If further information is required to clarify the grievance before an investigation can begin, the complainant will be contacted. The complainant has 10 calendar days to respond to the request for additional information. Such time may be extended for a reasonable amount of time at the discretion of the investigator.

The investigator will dismiss a grievance without further investigation if it is determined that the grievance:

- is unclear or incomplete to the extent that there is insufficient information on which to commence an investigation, and the complainant did not provide the requested clarifying information within 10 calendar days of the request;
- does not fall under the jurisdiction of these procedures in which case, the complainant will be referred to the appropriate process or office and all necessary information will be forwarded as necessary;
- the allegations raised by the complaint have already been resolved by the University;

If the grievance is dismissed following the initial assessment, the complainant will be notified in writing within 10 calendar days of this determination.

B.INVESTIGATIONS

If it is determined following the initial assessment that the grievance will move forward, an investigator will open the grievance investigation. Opening an investigation in no way implies

that Rutgers has made a determination with regard to the merits of the complaint. The investigator will collect and analyze relevant evidence from the complainant, the respondent, and other sources as appropriate. During the investigation, the investigator is a neutral fact-finder. The investigation will be thorough, affording all interested persons an opportunity to submit evidence relevant to the grievance. Investigations of grievances will be adequate, reliable and impartial and prompt. The investigations will include interviewing relevant witnesses and documentary evidence offered by both parties.

The investigator will advise the Complainant and the Respondent of the following:

- Both parties have a right to an impartial investigation;
- Both parties have a right to produce relevant documents, witnesses, and other materials that they would like included in the investigation;
- Both parties may have an advisor of their choice present to provide advice and support during the investigative process. The advisor may not intervene in the interview or address the investigator directly.
- Both parties are free to consult with or retain an attorney of their choice and may elect to designate their attorney as their advisor. However, like all advisors, the attorney may not intervene or disrupt the proceedings.

At no time during the investigation would a person bringing forth a grievance be required to meet or address the respondent(s) directly. However, if both parties agree to a meeting that will assist in resolving this matter, there may be instances where this would prove helpful to resolving the matter.

C. CONCLUSIONS OF THE INVESTIGATION AND DETERMINATIONS

At the conclusion of the investigation, both parties will have a final opportunity to meet with the investigator prior to the issuing of a determination.

If the investigator determines by a preponderance of evidence that there is insufficient evidence to support a conclusion that a violation of University policy has occurred, the grievance is documented and closed. The investigator will prepare a written report of the conclusions of the investigation and provide this to both parties.

If the investigator determines by a preponderance of evidence that a violation of University policy has occurred, the investigator will prepare a written report that will include recommendations for steps to be taken to stop the behavior, prevent recurrence of the violation and for prevention of retaliation. The report will be provided to the University ADA/504 Compliance Officer who will share with the appropriate University Administrator with the authority to impose appropriate remedies, if necessary, in accordance with applicable policies and procedures. The University will impose remedies intended to correct the effects on the complainant or others and to prevent the recurrence of any prohibited acts.

The investigator's final determination will be in writing and will be provided to both complainant and respondent. In the case of the complainant, the letter of determination will include information regarding the availability of appropriate on-going remedies, if any. Copies of the report with related files are maintained by the ADA/504 Officer.

REQUESTS THAT NO ACTION BE TAKEN

If a complainant requests that neither informal nor formal processes be initiated, the investigator in consultation with the ADA/504 Officer will consider the request. The ADA/504 Officer or their designee will make the final determination as to whether to initiate a formal investigation. However, if the facts indicate that a University policy violation has occurred, the University may be obligated to investigate the situation further, even if the complainant asks that the matter be closed. The ADA/504 Officer will notify promptly the individual making the request not to initiate the complaint process whether the University will be able to honor this request or will investigate.

CONFIDENTIALITY STATEMENT

The confidentiality of information disclosed during the course of investigations will be respected to the extent feasible and practical. However, the University has a duty to respond to allegations of discrimination (including sexual harassment) and therefore cannot guarantee absolute confidentiality once allegations are disclosed to University officials. The University will reveal information about grievances filed under these procedures and related investigations, as well as their outcomes, only to those who need to know the information in order to carry out their duties and responsibilities and/or individuals believed to have knowledge or information about the conduct alleged. Students with questions about who may receive such information should contact the ADA/504 Compliance Officer.

Parties with a need to know may include witnesses or University officials who need to be informed of the grievance in order to cooperate with an investigation or to implement resolution. These parties will be advised that they should keep the information confidential in the best interests of all parties.

APPEALS

If the complainant or respondent disagrees with the determination given by the investigator, he/she may seek an appeal for reconsideration of the determination by the Senior Vice President for Academic Affairs.

The three permissible grounds for appeal are:

- **Unsupported conclusion:** The determination reached by the investigator is not supported by the facts.
- **Procedural Error:** The investigation was conducted unfairly and not in conformance with the procedures set forth in this Process. The error committed must be determined to have substantially impacted the fairness of the process.

- **New Information:** There is new information available that was not at the time of the investigation and that is sufficient to alter the original decision.

Disagreement or general dissatisfaction with the determination is not, by itself, grounds for appeal.

The appealing student or respondent must submit the appeal in writing within 30 days after receiving the investigator's determination. The Senior Vice President for Academic Affairs or their designee shall review the appellant's letter, all pertinent records, and documentation, and may solicit written clarification on any issues raised on appeal from the investigator or the appellant. The Senior Vice President for Academic Affairs or their designee will not substitute his or her judgment for the decision of the original investigator. The Senior Vice President or designee will send a written decision to the parties, and if appropriate to the division administrator whose authority will be needed to carry out the decision, within thirty (30) days of the appealing party's request unless there are extenuating circumstances. If extenuating circumstances cause a delay, the Senior Vice President for Academic Affairs will notify the appellant in writing of the delay along with an anticipated time frame for review and issuance of the written decision. The decision of the Senior Vice President for Academic Affairs on the appeal is final.

RETALIATION

It is a violation of Rutgers policy and Federal regulations to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. Coercion or intimidation of, threats toward, or interference with anyone because he or she exercised or enjoyed Section 504 and/or ADA rights, or helped or encouraged someone else to do so, is also prohibited.

The University prohibits retaliation against individuals who, in good faith, assert their rights to bring a grievance under these grievance procedures. Retaliation is an offense separate from the original complaint of discrimination, and will be considered independently from the merits of the underlying complaint. Complainants who believe they have been subjected to retaliation because they filed a grievance under the procedures or requested a reasonable accommodation should report the conduct to the ADA/504 Compliance Officer or the Office of Employment Equity.

RECORDS

The ADA/Section 504 Coordinator for each Rutgers location and the ADA-504 Compliance Officer shall maintain the files and records of all complaints for which he/she is responsible under this grievance procedure.

APPLYING FOR ACCOMMODATIONS ON BOARD EXAMS

As biomedical and health science students, many of you will need to take a state or national standardized exam. In order to receive accommodations for these types of exams, you will need to **apply directly to the test agency**. Each exam and testing agency may have different application and documentation criteria, as well as various due dates. This may also differ from the process and documentation you needed to apply for accommodations through ODS. However, this section will provide you with some **general information** on applying for accommodations on board exams. The actual request process and procedure for each exam will be on the board or exam administrator's website, which you should **begin researching as soon as you become aware that you need to take a board exam**.

Testing agencies often do not have in-take interviews when processing accommodation request for students. Therefore, it is **highly important** that you provide a written firsthand, detailed account of your disabilities and prior accommodations, including a well-documented history in your application. **The burden of proving you need accommodations rests with you.**

The key to receiving accommodations is to build an airtight argument that:

- You have a disability
- There is a disability-related barrier to accessing the exam
- Accommodations will level the playing field to demonstrate that your performance on the exam reflects your understanding of the material tested

Medical students should refer to [USMLE Board Exams document](#) and the [USMLE Accommodations website](#) to learn how to apply for accommodations for their specific board exams. Medical students should also refer to this document to ensure that they have the adequate timelines for the accommodation approval process to meet their program deadlines for taking the board exams.

Dental students should refer to the [National Boards Dental Examinations](#) website to learn how to apply for accommodations for their specific board examinations.

All other students should refer to their program website.

MANAGEMENT TIPS

Recommendations for Access in your program

- If you feel that you have a disability, be evaluated as soon as possible!
- If you have a disability and feel that accommodations are necessary, contact ODS and start the application process as soon as possible!
 - Accommodations cannot be applied until you are approved and are not retroactive.
 - If you are approved for accommodations, consider using them if you feel they are necessary.
- Consider your learning style and always try to attend the type of course that you learn best in whether that is the online or the “live” (face to face) version.
- Use study groups, but limit the number of participants to four or five.
- Meet with professors regularly to review tests and class notes.
- Get tutoring on a regular basis.
- Attend all study sessions, lectures, and any extra help.

Recommendations for your personal life

- Seek help from a counselor and/coach
- Receive regular health care
- Get as much sleep as possible
- Have a structured schedule that you stick to
 - Take study breaks
 - Schedule relaxation time
- Seek healthy stress-reducing outlets such as exercising, coloring, reading a book, meditating, or writing.

Other recommendations

- Break extended tasks into shorter segments
- Do small things (like responding to emails) as you see them, instead of adding them to a growing mental to-do list
 - “Think like a waiter” → If a waiter sees a customer’s glass empty they refill it right away instead of waiting to do it later. This helps them get their small tasks done quickly, instead of adding it to an already long to-do list.

(Some of this information was gathered from [Making the Grade with ADHD: How to Succeed in College with Attention Deficit Hyperactivity Disorder](#) by Stephanie, Sarkis, PhD)

RBHS RESOURCES

Student Wellness Resources

- [Student Wellness Program](#)

Office Locations

Newark Campus:
Behavioral Health
Sciences Building
183 South Orange Avenue
Newark, NJ 07102
(973) 972-5429 (Office)
(800) 327-3678
(Emergencies or After
Hours)
Counseling Office Hours:
*Monday & Tuesday 9:00
am - 8:00 pm*
*Wednesday-Friday 9:00
am - 5:00 pm*

Piscataway Campus
242 Old New Brunswick
Road
Suite # 330, The Walton
Building
Piscataway, NJ 08854
(732) 235-5930 (Office)
(800) 327-3678
(Emergencies or After
Hours)
Counseling Office Hours:
*Tuesday - Thursday 9:00
am - 8:00 pm*
*Monday & Friday 9:00 am
- 5:00 pm*

Stratford/Camden Campus:
227 Laurel Road
1 Echelon Plaza, Suite 101
Voorhees, NJ 08043
(856) 770-5750 (Office)
(800) 327-3678
(Emergencies or After
Hours)
Counseling Office Hours:
*Monday & Wednesday
12:00 pm - 8:00 pm*
*Tuesday, Thursday &
Friday 9:00 am - 5:00 pm*

Writing Resources

- [RHBS Writing Center](#)

Computing Resources

- [Academic Management Platform](#)
- [Moodle](#)
- [myRutgers](#)
- [Rutgers Biomedical and Health Sciences Information Services and Technologies](#)
- [Sakai](#)

Financial Information

- [Financial Aid Overview](#)
- [Office of Financial Aid](#)
- [Rutgers Biomedical and Health Sciences Tuition and Fees](#)
- [Rutgers Biomedical and Health Sciences Student Financial Aid](#)

Scholarships and Fellowships

- [Ernest Mario School of Pharmacy Scholarships and Fellowships](#)
- [School of Dental Medicine Scholarships and Fellowships](#)
- [School of Health Professions Scholarships and Fellowships](#)

- [School of Nursing Scholarships and Fellowships](#)
- [School of Public Health Scholarships and Fellowships](#)
- [Robert Wood Johnson Medical School Scholarships and Fellowships](#)

Health Services

- [Division of Family Medicine at Monument Square](#)
- [Health Services, Rutgers University–New Brunswick](#)
- [Health Services, Rutgers University–Newark](#)
- [Student Health Services, Rutgers Health Sciences Campus at Newark](#)
- [School of Health Professions Health Services](#)
- [Center for Student Mental Health Services](#)

Housing

- [Housing for New Brunswick/Piscataway](#)
- [Housing for Newark](#)

Libraries

With more than [two dozen library centers and reading rooms](#) across our campuses, the Rutgers University Libraries rank among the nation’s top research library systems.

- [Rutgers University Libraries](#)
 - [George F. Smith Library of the Health Sciences](#)
 - [Library of Science and Medicine](#)
 - [Robert Wood Johnson Library of the Health Sciences](#)
 - [University Libraries Special Collection: History of Medicine](#)

Registrar

- [Office of Rutgers Biomedical and Health Sciences Registrar](#)

Research Resources

- [Human Subjects Protection Program and Institutional Review Boards \(IRBs\)](#)
- [Universitywide Research](#)
- [Graduate Research](#)
- [Undergraduate Research](#)
- [Health Sciences Research](#)
- [Policies for Research](#)

Student Legal Services

- [Student Legal Services](#)

RESOURCES FOR EACH RBHS SCHOOL

NEW JERSEY MEDICAL SCHOOL RESOURCES

Academic Resources

- [Center for Academic Success and Engagement \(CASE\)](#)

- [Collaborative Approach to Learning Medicine \(CALM\)](#)
- [Applying for accommodations on the USMLE Board Exams](#)

Health and Wellness Resources

- [Student Health Services](#)
-

ROBERT WOOD JOHNSON MEDICAL SCHOOL RESOURCES

Academic Resources

- [Cognitive Skills Program](#)
- [Applying for accommodations on the USMLE Board Exams](#)

Health and Wellness Resources

- [Student Health Services](#)
 - [Student Wellness Program](#)
-

RUTGERS SCHOOL OF DENTAL MEDICINE

Academic Resources

- [Academic Advisor Program](#)
- [Tutorial Assistance Program](#)

Health/Wellness and Other Academic Resources

- [Resources for Dental Students](#)
-

SCHOOL OF GRADUATE STUDIES – NEWARK

Health and Wellness Resources

- [Student Support](#)
- [Student Health Services](#)

SCHOOL OF GRADUATE STUDIES – NEW BRUNSWICK/PISCATAWAY

Academic Resources

- [Cognitive Skills Program and Peer Tutoring](#)

Health and Wellness Resources

- [Student Health Services](#)
 - [Student Wellness Services](#)
-

SCHOOL OF HEALTH PROFESSIONS

Academic Resources

- [Tutoring](#)
- [College Survival Tips](#)
- [Writing Resources](#)
- [Writing Center](#)

Health and Wellness Resources

- [Student Health and Wellness](#)
- [Student Assistance Facilitators](#)
- [Victim Assistance Resources](#)
- [Counseling Services](#)
- [Student Wellness Articles](#)

[Additional Resources](#)

SCHOOL OF NURSING

Academic Resources

- [Office of Academic Success](#)

Additional Wellness and Academic Resources

- [Student Services](#)
-

SCHOOL OF PUBLIC HEALTH

Health and Wellness Resources

- [Student Assistance Program](#)

ADDITIONAL RESOURCES

Rutgers Counseling Resources

- [The Rutgers University - Newark Counseling center](#)
- [Counseling, ADAP & Psychiatric Services](#) (CAPS)
- [Rutgers University Behavioral Health Care](#)

- [Rutgers Anxiety Disorders Clinic](#)

New Jersey Disability Support Organizations

- [The Arc of New Jersey](#)
- [Advocates for Children of New Jersey](#)
- [Cerebral Palsy of New Jersey](#)
- [Easter Seals New Jersey](#)
- [Epilepsy Foundation of New Jersey](#)
- [Family Support Center of New Jersey](#)
- [Learning Disabilities Association of New Jersey](#)
- [Legal Services of New Jersey](#)
- [Mental Health Association in New Jersey](#)
- [National Alliance for the Mentally Ill - New Jersey](#)
- [New Jersey Association of Mental Health and Addiction Agencies](#)
- [New Jersey Council of Developmental Disabilities](#)
- [New Jersey Self-Help Clearinghouse](#)
- [New Jersey Work Incentive Network Support](#)
- [Spina Bifida Association of the Tri-State Region](#)
- [Statewide Parent Advocacy Network](#)

Other Resources

- [NJ211](#)
- [Exceptional Nurse](#)