

Disability Services

Once the school has received the necessary documentation from me what should I expect?

The Disability Services Counselor will review your documentation and requests as they relate to the program you intend to study and its requirements. It is important to remember that the school is not required to lower or waive essential requirements. If you have requested a specific academic adjustment, the school may offer that academic adjustment or an alternative one if the alternative would also be effective.

Why Can't I Just Tell My Instructors That I Have a Disability Instead of Seeing the Disability Services Counselor?

For your legal protection, it is important to follow college policies and procedures. If there is no "official" record of your disability, you may not be able to successfully resolve a dispute or misunderstanding between you and a faculty or staff member. By following procedures, and having written documentation, you are protecting yourself.



Jefferson College
of Health Sciences
at CARLION CLINIC 

Jefferson College of Health Sciences

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Services for Students with Disabilities



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Services for Students with Disabilities

How Do I Request Accommodations?

It is your responsibility to ask for accommodations. You will not be given accommodations unless you ask for them. All students with disabilities who desire to use accommodations, must make an appointment to see the Disability Services Counselor, Sarah Higginbotham, in the Disability Services Office located in room 422 on the 4th floor in the Student Affairs Suite of Jefferson College. You can call Ms. Higginbotham directly at (540) 985-9711 or e-mail her at sehigginbotham@jchs.edu to make an appointment.

During this appointment you will fill out a "Voluntary Disclosure of a Disability" form and provide documentation of your disability before your first appointment. This form can be located in the Services for Students with Disabilities book located on the JCHS website. If you are applying as a new student, it would be wise to make your appointment as soon as you are accepted to the college so that there will be plenty of time to arrange any accommodations. It is advised that students make an appointment with the Disability Services Counselor to discuss what issues they are facing and then proceed with a follow up/intake appointment to review documentation.

What Do I Need to Bring To My Appointment?

Documentation is a written report or letter from a person who is qualified to diagnose your disability (a medical doctor, psychologist, etc.).

Your documentation should include the following information:

1. A diagnosis of the disability.

The diagnostic systems used by the Department of Education, The State Department of Rehabilitative Services or other State agencies and/or the current editions of either the American Psychiatric Association (DSM) or the International Statistical Classification of Diseases and Related Health Problems of the World Health Organization (ICD) are the recommended diagnostic tools.

2. A description of the diagnostic criteria and or diagnostic test(s) used.

A copy of the complete psychological, or other medical, evaluation should be provided when available. Testing must have been done by a professional who is qualified to diagnose the disability.

3. A description of the current functional impact of the disability

A description of how the disability affects you in the classroom setting.

4. Treatments, medications, assistive devices/services currently prescribed or in use

A description of treatments, medications, assistive devices, accommodations and/or assistive services in current use and their estimated effectiveness in lessening the impact of the disability. Significant side effects that may impact physical, perceptual, behavioral or cognitive performance should also be noted. When recommendations by professionals go beyond services and benefits that can be provided by the College they may be used to suggest potential referrals to area service providers beyond the College.

5. The credentials of the diagnosing professional(s) (usually part of the letterhead).

Information describing the certification, licensure, and/or the professional training of individuals conducting the evaluation should be provided. Any recommendations by the diagnosing professional will be considered.

To access more information about JCHS disability services, visit www.jchs.edu. Go to Student Life and then Services for Students with Disabilities menu.