



### **Application Instructions**

McMurry University strives to provide equal access to a college education as well as support to students with disabilities in their experience in the University community. The purpose of Disability Student Services is to enable students with disabilities to participate in the full range of college experiences; to promote an environment that is barrier-free; and to actively address and promote disability awareness within the campus community through 1) programs and services designed to meet the academic and professional needs of the individuals with disabilities, and 2) coordination of initiatives that lead to the continued development and enrichment of a diverse campus environment.

The Disability Student Services office serves as the primary campus resource for students with disabilities. To obtain services the student must:

1. Apply and be accepted for admission at McMurry University. Students with disabilities go through the regular admissions procedures; and
2. Please go to the McMurry website under Disability Services and fill out the web application form. Be sure to review the Guidelines for Documentation page in this document. You may fax (up to 5) pages to the number below. If you need to send (more than 5 pages), please mail to:

Disability Student Services Coordinator  
McMurry University, Station Box 657  
Abilene, TX 79697  
President Hall South

Phone: (325) 793-4882 Fax: (325) 793-4879

<http://services.mcm.edu/disability/index.html>

Students are encouraged to apply for Disability Student Services 30 days prior to the initial semester of enrollment to allow adequate time for the coordination of reasonable accommodations. For your benefit, please keep the original documentation and send a copy of all documents necessary for verification of disability and suggested accommodations to Disability Student Services.

All documentation submitted will be kept confidential except where permitted or required by law and will be used solely for determining reasonable accommodations for the student. Securing appropriate documentation is the sole responsibility of the student. Documentation criteria at McMurry University are consistent with the 1997 guidelines of the Association of Higher Education and Disability (AHEAD).



**Application for Disability Services**  
**(All files are held in strict confidence)**

Date		Student ID		Classification	
First Name		MI	Last Name		Maiden
Age	Date Of Birth		Gender		
Local (McM) Address		City		State	Zip
Local Phone	<input type="checkbox"/> May We Leave A Message?	Email Address		<input type="checkbox"/> May We Send A Message?	
Permanent (Home) Address		City		State	Zip
Permanent Phone			<input type="checkbox"/> May We Leave A Message?		
Date of Initial Enrollment at McMurry		Major			
Primary Disability				Date of Onset/Initial Diagnosis	
Secondary Disabilities				<i>Date of Onset/Initial Diagnosis</i>	
Texas Rehab Commission Counselor and contact information					
What accommodations did you receive in high school?					
Please describe your disability and how it has helped or hindered your academic progress and your daily living activities to date.					
Please describe your learning style along with strengths and challenges you have faced. Share any information that would provide the Disability Services Counselor with a greater understanding of your need for academic accommodations.					

Please describe any reasonable classroom accommodations you think you will need at McMurry.

(If additional space is needed please attach an additional sheet of paper for your explanation)

If you are seeking accommodations outside the classroom setting (housing, dining, or ADA access on campus), please provide further details.

Please describe any additional concerns you have or would like to discuss with your Disability Services Counselor.

### Authorization to Exchange Confidential Information

I, \_\_\_\_\_, Student ID# \_\_\_\_\_ give my permission to the Disability Services Office of McMurry University to exchange information with: McMurry University Staff and Faculty members, Texas Rehabilitation Commission, Texas Commission for the Blind and Visually Impaired, Veterans Administration, Personal Physician/Diagnostician, Other: \_\_\_\_\_ as may be necessary for me to apply for and receive reasonable accommodations related to my disability. I understand that information will be kept confidential.

X \_\_\_\_\_  
Signature Date

OPTIONAL: Additionally, you have my permission to discuss my academics as related to my disability with my parents or legal guardian(s).

\_\_\_\_\_  
Parents'(or Legal guardian's) Name(s) Phone #

X \_\_\_\_\_  
Signature Date

## Guidelines for Documentation of a Learning Disability in Adults

Documentation criteria at McMurry University are consistent with the 1997 Guidelines of the Association of Higher Education and Disability. For more information, see [www.ahead.org](http://www.ahead.org)

### Documentation Guidelines

#### I. Qualifications of the Evaluator

#### II. Documentation

The provision of all reasonable accommodations and services is based upon assessment of the impact of the student's disabilities on his or her academic performance at a given time in the student's life. Therefore, it is in the student's best interest to provide recent and appropriate relevant documentation to the student's learning environment.

Flexibility in accepting documentation is important, especially in settings with significant numbers of non-traditional students. In some instances, documentation may be outdated or inadequate in scope or content. It may not address the student's current level of functioning or need for accommodations because observed changes may have occurred in the student's performance since the previous assessment was conducted. In such cases, it may be appropriate to update the evaluation report. Since the purpose of the update is to determine the student's current need for accommodations, the update, conducted by a qualified professional, should include a rationale for ongoing services and accommodations.

#### III. Substantiation of the Learning Disability

Documentation should validate the need for services based on the individual's current level of functioning in the educational setting. A school plan such as an individualized education program (IEP) or a 504 plan is insufficient documentation, but it can be included as part of a more comprehensive assessment battery. A comprehensive assessment battery and the resulting diagnostic report should include a diagnostic interview, assessment of aptitude, academic achievement, information processing and a diagnosis.

##### A. Diagnostic Interview

##### B. Assessment which must include the following:

1. Aptitude- A complete intellectual assessment with all subtests and standard scores must be reported.
2. Academic Achievement- A comprehensive academic achievement battery is essential with all current levels of academic functioning in relevant areas such as reading (decoding and comprehension), and oral and written language.
3. Information Processing- Specific areas of information processing (e.g., short and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive functioning and motor ability) should be assessed.

##### C. Specific Diagnosis

##### D. Test Scores

Standard scores and/or percentiles should be provided for all normed measures. Grade equivalents are not useful unless standard scores and/or percentiles are also included.

##### E. Clinical Summary

The clinical summary should include:

1. demonstration of the evaluator's having ruled out alternative explanations for academic problems as a result of poor education, poor motivation and/or study skills, emotional problems, attentional problems and cultural/languages differences;
2. indication of how patterns in the student's cognitive ability, achievement and information processing reflect the presence of a learning disability;
3. indication of the substantial limitation to learning or other major life activity presented by the learning disability and the degree to which it impacts the individual in the learning context for which accommodations are being requested; and
4. indication as to why specific accommodations are needed and how the effects of the specific disability are accommodated.
5. The summary should also include any record of prior accommodation or auxiliary aids, including any information about specific conditions under which the accommodations were used (e.g., standardized testing, final exams, licensing or certification examinations).

#### IV. Recommendations for Accommodations

It is important to recognize that accommodation needs can change over time and are not always identified through the initial diagnostic process. Conversely, a prior history of accommodation does not, in and of itself, warrant the provision of a similar accommodation.

The diagnostic report should include specific recommendations for accommodations as well as an explanation as to why each accommodation is recommended. The evaluators should describe the impact the diagnosed learning disability has on a specific major life activity as well as the degree of significance of this impact on the individual. The evaluator should support recommendations with specific test results or clinical observations.

If accommodations are not clearly identified in a diagnostic report, the disability service provider should seek clarification and, if necessary, more information. The final determination for providing appropriate and reasonable accommodations rests with the institution.

#### V. Confidentiality

The receiving institution has a responsibility to maintain confidentiality of the evaluation and may not release any part of the documentation without the student's informed and written consent.