



Office of Accessibility Services

FAQS - Frequently Asked Questions for Students

What is considered a disability?

As defined by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, a disability is a mental, physical, or psychological impairment that substantially limits one or more major life activity.

What are accommodations?

Accommodations are adjustments to policies, practices and programs that assist in “leveling the playing field” for students with disabilities. Accommodations provide students with equal access to University programs and activities; such adjustments are made without altering course goals or lowering academic or program standards or causing undue financial burden on the University.

What types of accommodations are available?

The type of accommodation available to a student depends upon the disability and the student’s substantial documentation which supports the specific need for accommodation(s). Accommodations may include: extended time for testing, distraction reduced testing environment, audio recording of lectures, alternative testing formats, use of laptop, use of calculator, and other accommodations.

I think I may have a disability but I have not had an IEP, a 504 Plan, or other services. Can the Office of Accessibility Services provide referral information for educational and psychological testing?

Yes. The Office of Accessibility Services can provide you with a list of evaluators. Caldwell University does not pay for disability evaluations.

Do I submit my disability documentation to the Admissions Office?

No. Please mail, hand deliver or fax your documentation to The Office of Accessibility Services.

When do I submit documentation to the Office of Accessibility Services?

Submit disability documentation at least 4 weeks prior to the start of the semester. Once received, the documentation will be reviewed and you will be contacted to schedule an intake appointment.

Does Caldwell University have a special program for students with disabilities?

No, however, Caldwell University provides tutoring and writing support services free of charge. See the Office of Tutoring Services and The Write Place to schedule an appointment to learn more about the supports available.

Do I tell my professors and others that I have a disability?

It is not necessary to disclose your specific disability to professors or others on campus. In order to implement your accommodations, you will provide your accommodation documentation (issued to you by the Office of Accessibility Services) to your professors (and advisors) for the classes and activities in which you choose to use your accommodations.

Can I use accommodations if I am taking online classes?

Yes. Please contact the Office of Accessibility Services for assistance with implementing your accommodations for online learning.

Will a high school Individualized Education Plan (IEP) or 504 Plan provide sufficient documentation of a disability?

It depends. The IEP is a good source of information and can be used to discuss appropriate accommodations. However, Caldwell University also requires documentation from licensed professional(s) that specifically define an individual's disability, the functional limitations of the disability and suggested reasonable accommodations.

Are parents' part of the accommodation process?

If you are 18 years of age or older, you are recognized as an adult. You are responsible for your accommodation requests and disability related decisions. Parents and family members can provide support and students are encouraged to communicate with their parents and family members.

FERPA – Family Educational Rights Privacy Act

Please see the FERPA section of the Caldwell University website.

Can I use accommodations during graduate school examinations such as the; GRE, GMAT, LSAT, MCAT?

Contact your graduate school examination testing company for the appropriate application and information about using accommodations during testing.

Where is the Office of Accessibility Services located? 120 Bloomfield Ave., Caldwell, NJ 07006. In the Student Center Building, at the Academic Success Center to the right of the Bookstore and to the left of the gym. OAS Phone: (973) 618-3645.