



WILLIAM JAMES COLLEGE

GRADUATE EDUCATION IN PSYCHOLOGY

To Whom It May Concern:

William James College is committed to making its programs open and accessible to students with disabilities. In compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, students with documented disabilities will be provided with equal access to courses and all College academic and campus activities.

To receive reasonable accommodations students must self-identify as having a disability and must provide recent documentation from a health services provider which states the nature of their disability and diagnosis, describes how the disability affects the student's functioning and suggests possible accommodations that would allow the student equal access.

In order to assist the Disabilities Office of William James College in developing an appropriate accommodation plan for your student, please provide and sign a letter on your professional stationary which states:

1. Student's name and date of birth
2. A DSM V or ICD-10 diagnostic code describing the student's disability
3. A description of how the disability affects the student's current functioning
4. Your recommendation about possible accommodations that would allow the student equal access to academic curricula and campus activities

All disability documentation records are confidential. They are stored in the ARC Coordinator's office and are protected under the Family Educational Rights and Privacy Act (FERPA).

Thank you, in advance for your help. Should you have any questions, feel free to Joan Axelrod, M.Ed. (Joan_Axelrod@willimajames.edu), Coordinator of the Academic Resource Center, William James College 617-327-6777 x1341 or Direct: 617-564-9325.