

THE TOTAL HEALTH CENTER  
MARLBORO COLLEGE  
Marlboro, VT 05344  
802.258.9335

Dear New Student,

Welcome to Marlboro College! I am pleased that you have chosen Marlboro and hope that your experience is a wonderful one. On the following page, you will find an information sheet and a disclosure form that you should read carefully if you have any history of a documented disability. These will give us the information we need to begin the process of arranging any accommodations you may require on campus.

At the post secondary level it is your responsibility to disclose any disability to us and provide us with the appropriate documentation so that we can facilitate the necessary accommodations to ensure you equal access to Marlboro College. Students often cope quite well without any additional help, and that is certainly your choice. That said, I encourage you to have all the paperwork in place so that, should the circumstance arise, we can quickly meet your accommodation needs.

Please don't hesitate to call or email me with any questions or concerns you may have. I am happy to talk you through the process and help in any way that I can. I truly look forward to meeting you at the beginning of the semester.

Sincerely,

[Megan M. Littlehales](#)

Coordinator of Disability Services

Marlboro College

802.258.9335

## **STUDENTS WITH DISABILITIES**

Marlboro College encourages academically qualified students with disabilities to take advantage of its educational programs. The College is responsible for ensuring that courses, programs, services, jobs, activities and facilities are accessible and usable in the most integrated and appropriate settings. Section 504 of the Federal Rehabilitation Act of 1973 and the American with Disabilities Act of 1990 maintain that no qualified individual with disabilities shall, solely on the basis of his or her disability, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity in higher education.

### **Accommodations**

It is the responsibility of the student to make the College aware of a documented disability and the need for accommodation(s). There must be evidence that the disability substantially limits one or more major life activities related to learning. To allow reasonable time for arranging services, the student should provide appropriate documentation of his or her disability to the College as soon as possible (preferably 4 weeks prior to the beginning of classes or when the accommodation is needed). Accommodations cannot be retroactive. Reasonable accommodations are provided to ensure that all students have equal access to the educational opportunities at Marlboro College.

### **Documentation**

Documentation of a disability must follow these general guidelines:

1. Documentation of the disability must be from an appropriate health care provider (e.g., physician, psychologist, psychiatrist).
2. Documentation materials must be up-to-date (evaluation of disability must have occurred within the last three years), on official letterhead, and signed by the health care provider.
3. Documentation must include the following items:
  - a) Type of disability
  - b) Functional limitations that arise from the disability
  - c) Specific statement of the duration of the functional limitations, as well as any distance limitations
  - d) Suggested recommendations for effective reasonable accommodations in a college setting.
4. The College reserves the right to judge the appropriateness, timeliness and source of the documentation materials.

### **Contact**

Students with questions or requesting accommodations should contact the Coordinator of Disability Services, Megan Littlehales: 802-258-9335; [mml@marlboro.edu](mailto:mml@marlboro.edu).