

ACCESSIBLE EDUCATION OFFICE

HARVARD UNIVERSITY

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TO THE CLASS OF 2021

Welcome, and congratulations on your admission to Harvard! Be assured that services for persons with disabilities or health conditions are available to Harvard students who qualify for them. With information from you, along with proper confidential clinical documentation, we provide reasonable accommodations for course materials and instructional settings; other University-sponsored programs; and residential accommodations. Clinical documentation for residential and academic accommodations must be sent to Accessible Education Office (AEO).

Unlike high school where your family and others may have represented your needs, students must be directly involved in the process of registering with AEO. Each term you initiate the self-advocacy process by presenting AEO letters to your teaching Faculty who conduct their presentations and prepare course work in a timely way and with your needs in mind.

Here is what you need to know:

AEO "Information for Students" is available at <http://www.aeo.fas.harvard.edu/students.html>. Follow the directions for registration, including the registration form.

Guidelines for current clinical documentation may be found at <http://www.aeo.fas.harvard.edu/documentation.html>. Documentation must be submitted with the registration form no later than May 1, 2017. We strongly urge you to show these guidelines to your clinicians so that there will be fewer delays in the process.

The application review process usually takes 4-6 weeks; and no accommodations, if warranted, can be granted for any activity of the College, including Placement Exams, until students have completed the process by submitting the required information, and it has been reviewed. Service delays may result from documentation that does not arrive in a timely manner and/or is not complete. This may have particular impact on persons who plan extended travel over the summer and who need to update their documentation consistent with recency specifications in the specific documentation guidelines.

AEO reserves the right to request additional interpretation from your clinician and/or from University Health Services. Review and service delays may result from documentation that does not meet documentation requirements. **THE PROVISION OF SERVICES IN A PREVIOUS SETTING DOES NOT GUARANTEE THAT THEY WILL BE APPROVED HERE.**

Provisional accommodation approvals will be emailed to those students who have completed the registration process; and all accommodations become final *only after* a required personal interview with an AEO staff member during Opening Days, 8/22/17- 8/25/17, and which must be scheduled no later than 8/1/17.

Even if you have provided current clinical documentation to University Health Services, you must send relevant information to AEO which pertains to your request for accommodations.

Questions are most welcome and may be addressed via the contact information at the top of this page.

IMPORTANT DEADLINES:

- **May 1, 2017** – Deadline to register with the Accessible Education Office (AEO). Registration materials must include both current clinical documentation and the AEO Registration Form. Accommodations for online Placement Exams cannot be determined until all information has been received and reviewed.
- **August 1, 2017** – Deadline for students with provisional AEO-approved accommodations to provide AEO with a list of anticipated campus-based Placement Exams.
- **August 1, 2017** – Deadline for ALL STUDENTS to schedule their required meeting with an AEO representative during Opening Days, 8/22/17-8/25/17, in order to receive campus-based Placement Exam and other accommodations for the academic year.