

## **POLICY: REASONABLE ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES**

Responsible Officer: Dean of Students

### **I. PURPOSE**

Bryn Athyn College is committed to providing reasonable accommodations to qualified individuals with disabilities in order to provide to them equal educational and employment access and opportunity, including an equal opportunity to compete in the hiring process, to perform adequately during the course of their education or employment, and to participate fully in all programs and activities.

### **II. POLICY**

Bryn Athyn College provides reasonable accommodations to students, who document their disability with the Office of Disability Resources.

### **III. ELIGIBILITY**

Qualified individuals with disabilities who are students may be eligible for reasonable accommodations.

Campus guests who have a disability and need an accommodation should contact the Office of Disability Resources.

### **IV. DEFINITIONS**

As defined by the Americans with Disabilities (ADA) Act of 1990 (amended in 2008) and Section 504 of the Rehabilitation Act of 1973, a qualified person with a disability is a person who meets the essential eligibility requirements of the academic program or service, with or without a reasonable accommodation. Disability is defined by the ADA as "a physical or mental impairment that substantially limits one or more of the major life activities, a record of such impairment or being regarded as having such an impairment."

The Office of Disability resources is happy to work with students with documented disabilities to identify appropriate academic accommodations. *Reasonable accommodations* refer to modifications that provide students with disabilities equal access to college programs and activities. An accommodation is not considered reasonable if it fundamentally alters the essential elements of an academic program.

Qualified Student with a Disability is a student with a disability who meets the academic and technical standards required for admission or participation in the College's educational program or activity.

## **V. PROCEDURES**

### **STUDENTS - REQUESTING ACCOMMODATIONS**

The following steps must be completed to receive an accommodation:

#### Eligibility

1. Complete a Request for Accommodation form, which can be found on the ODR section of the Bryn Athyn College website at:
2. Submit documentation as outlined: See <http://www.brynathyn.edu/student-life/disability-resources/ODR-Request.pdf>
3. Meet with an ODR staff member to determine reasonable accommodations.

#### Activation

4. Once a Request for Accommodations has been made and the accommodations are approved, ODR will provide the student with an accommodation verification letter (AVL) confirming that the student is registered with ODR and listing the accommodations to which the student is entitled for the term.

\* A student AVL is valid for one term.

5. To activate the accommodations, the student must provide his/her AVL to the faculty member or College administrator from whom the student is seeking accommodation.

## **VI. RESPONSIBILITIES OF ADMINISTRATORS, ADVISERS, MANAGERS, SUPERVISORS, AND FACULTY MEMBERS**

To ensure that all qualified individuals with disabilities receive the information and resources they need, all officers, deans, department heads, faculty members, academic advisors, directors, and supervisors must refer any individual who makes a request for an accommodation to the Office of Disability Resources.

## **VII. APPEAL OF ODR DETERMINATION**

### Students

If there is a dispute as to whether an individual has a disability or whether the documentation provided is adequate, if ODR and the student with a disability cannot agree on a reasonable accommodation, or if ODR denies an accommodation, the student may appeal the decision in writing to the Director of Disability Resources within thirty (30) days of the date of the decision.

The Director of Disability Resources will make a determination and notify the student of the determination in writing within 10 business days of the receipt of the appeal.