



## ROLLINS COLLEGE POLICY

Title: Academic Accommodation	Type	Student Affairs
No: SA 9000	Approval Date: 3-18-2019	
Responsible Office: Accessibility Services	Reviewed/Approved: Policy Committee, 1-31-2019; President's Cabinet, 3-18-2019; President, 3-18-2019	
Next Review: 2023-2024	Revision: No: 2: Updated to correct procedural steps for students and appeals process; Rev. 1: Updated 9-22-2016 for CLA governance and name change.	

### I. Purpose/Introduction/Rationale

This document articulates the Rollins College policy pertaining to Academic Accommodations based on a qualifying disability. Rollins College Office of Accessibility Services is committed to achieving equitable access and does not discriminate against persons with disabilities. This policy derives from the College's commitment to non-discrimination for all persons in employment, access to facilities, student programs, activities and services, and addresses reasonable accommodations. Academic accommodations will be provided in accordance with the basic guidelines to follow and will be assessed on a case-by-case basis. This policy clarifies procedures for all Rollins students, defined as students in the College of Liberal Arts (CLA), Hamilton Holt School (Holt), and the Crummer Graduate School of Business (Crummer).

### II. Definition

This policy is in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA of 1990 (as amended)), and The Fair Housing Act of 1968 (42 U.S. Code § 3604). Rollins must provide reasonable accommodations to students with disabilities that will ensure equitable access.

The definition of a “person with a disability” by Sec. 12102 of the ADA and the Rehabilitation Act is an individual with:

- A. a physical or mental impairment that substantially limits one or more major life activities of such individual;
- B. a record of such an impairment; or
- C. being regarded as having such an impairment.

### III. Procedure or Application

#### A. Evaluation of Requests Made for Disability-Related Accommodations

College staff will evaluate carefully all requests for disability-related accommodations based on the individual circumstances and the factors summarized below. College staff will work with the requesting students in an interactive process to determine the reasonableness of the request using the factors summarized below. As part of the interactive process, there may be an opportunity to meet and identify a different reasonable accommodation than what was originally requested to which all parties agree.

#### *Severity of the Condition*

1. Is impact of the condition life threatening if the request is not met?
2. Is there a negative health impact that may be permanent if the request is not met?
3. Is the request an integral component of a treatment plan for the condition in question?
4. What is the likely impact on academic performance if the request is not met?
5. What is the likely impact on social development if the request is not met?
6. What is the likely impact on the student's level of comfort if the request is not met?

#### *Timing of the Request*

1. Was the request made before the semester in question?
2. Was the request made as soon as possible after identifying the need? (Based on date of diagnosis, change in status, etc.)

### *Feasibility and Availability*

1. Does the accommodation meet the student's needs?
2. Are there other effective methods that would achieve similar benefits as the requested accommodation?
3. How does meeting this request impact the College's commitments to other students?

### **B. Documentation**

To evaluate requests accurately and equitably for disability-related accommodations, Rollins College requires proper documentation by a licensed professional health care provider qualified to diagnose the disability. (Medical documentation is not necessary if the disability and its limiting effects are obvious, i.e., student is blind.) If required, medical documentation must consist of a comprehensive, typed report that states a specific, current diagnosis; describes the diagnostic criteria and/or test used; and reflects the student's present level of functioning in the major life activity affected by the disability. To avoid delays in the process, students should submit documentation in English. Documentation supporting a request will be reviewed by and held in the Office of Accessibility Services. All information is considered confidential.

Documentation must include the following information.

1. Documentation of the physical or mental limitation that is the basis of the request and the expected duration of the limitation.
2. A clear description of the desired accommodations.
3. An explanation of how the request relates to the impact of the condition.
4. An indication of the level of need for the recommended configuration (and the consequences of not receiving).
5. Possible alternatives if the recommended configuration is not possible.

The Office of Accessibility Services may require additional or updated documentation if student requests new or different accommodations.

### **C. Timeliness of Requests**

In order to be considered for reasonable housing accommodations students must supply the above information to the Office of Accessibility Services. Accommodations requested after the beginning of a semester will be evaluated on a case-by-case basis, and are dependent upon availability and reasonableness of the request. Guidelines for housing accommodation requests are provided in College Policy [SA 9005 Housing Accommodations](#) (click link to view).

### **D. New Accommodation Request Procedure**

To initiate academic accommodation requests, students must complete the following steps.

- Complete the Accommodation Request form found on the Office of Accessibility Services website.
- Submit request for the applicable academic year/semester. If this will be your first time requesting accommodations for a medical need, you will need to attach medical documentation to the Accommodation Request form.
- In the space provided in the request form, please indicate what accommodation you are requesting. Provide as much detail on your request as necessary in order for the committee to make an informed decision.
- You will need to complete an accommodation request meeting with Accessibility Services to discuss your specific accommodation needs. Accessibility Services will reach out via Rollins email to schedule this meeting.

### **E. Supplemental Accommodation Request Procedure**

To initiate a supplemental accommodation requests, students must complete the following steps. The supplemental accommodation process is intended for students who are already receiving accommodations through Accessibility Services, but have new/different requests.

- Login into Accommodate and complete the Supplemental Accommodation Request (SAR) Form.
- Submit request for accommodations for the applicable academic year/semester. You will need to attach updated medical documentation to the SAR form. Provide as much detail on your request as necessary in order for the committee to make an informed decision.

- You may need to complete an accommodation request meeting with Accessibility Services to discuss your new accommodation needs. Accessibility Services will reach out via Rollins email if this meeting is needed to approve your request.

#### **F. Renewal Accommodation Request Procedure**

To renew academic accommodation requests, students must complete the following steps. The renewal accommodation process is intended for students who already have approved accommodations through Accessibility Services.

- Login into Accommodate and complete the Semester Request form.
- Submit request for accommodations for the applicable academic year/semester.

#### **G. Availability of Resources**

If reasonable accommodations approved through this process cannot be immediately satisfied due to capacity/availability/etc., the Office of Accessibility Services will prioritize this request.

#### **H. Appeal Process**

If students are dissatisfied with the outcome of their accommodation determinations, they have the opportunity to submit an appeal. All appeals must be done in writing and submitted to Accessibility Services within ten (10) business days of the original determination. It is the College's expectation that the appeal is written by the student. Accessibility Services submits all appeals to the appellate officer for consideration.

In some cases, the appeal body may choose to return the case to the Accessibility Services for reconsideration. The student will be notified in a timely fashion of the appeal body's determination. Decisions of the appeal body are final.

### **IV. Related Policies or Applicable Publications**

Fair Housing Act of 1968

Americans with Disabilities Act Amendments Act of 2008

Section 504 of the Rehabilitation Act of 1973

[SA 9005 Housing Accommodations](#)

### **V. Effective Date**

This policy is effective April 1, 2019, and supersedes all previously issued versions.

### **VI. Appendices/Supplemental Materials**

Not Applicable.

### **VII. Rationale for Revision**

Rev. 2: Updated to correct procedural steps for students and appeals process.

Rev. 1: Updated 9-22-2016 for CLA governance and name change.