I. Purpose
Rollins College is committed to equal access and does not discriminate unlawfully against persons with disabilities in its policies, procedures, programs, or employment processes. The College recognizes its obligations, under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, to provide an environment that does not discriminate against persons with disabilities. According to the Americans with Disabilities Act, a “person with a disability” includes “any person who (i) has a physical or mental impairment which substantially limits one or more of such person’s major life activities, (ii) has a record of such impairment, or (iii) is regarded as having an impairment. The Disability Services Accommodation Policy clarifies procedures for all Rollins students (defined as students in all programs: A&S/CPS, Hamilton Holt, and the Crummer Graduate School of Business) implemented by the College to assess and accommodate persons with disabilities.

II. Definition
As a matter of defining types of accommodations generally offered, the College broadly recognizes five categories of accommodations.

- Facilities Access Accommodations
- Physical Classroom Accommodations
- Classroom Learning Accommodations
- Residential Life Accommodations
- Nutrition and Dietary Accommodations

Related to Residential Life and Nutrition and Dietary accommodations, the College policy on housing and meal plans states the following.

All full-time Arts & Sciences and College of Professional Studies students with fewer than 60 semester hours (or two years full-time college/university experience) must live on campus. Exceptions are made for students residing with their parent or legal guardian within a 50-mile commutable radius of the campus, students who are at least 21 years of age, or students who are married.

All undergraduate residential students (excepting residents of Sutton Apartments) are required to purchase a Board Plan, which gives them the ability to use their R-Card to purchase food from any of the dining locations on campus.
III. Procedure or Application

To access services, students must refer themselves to Disability Services and submit
documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the
Americans with Disabilities Act of 1990. Protection under these civil rights statutes is
determined on a case-by-case basis and is based upon documentation of a disability that
substantially limits a major life activity, including learning.

A. Accommodation Request Process

1. Student submits supporting medical documentation to Disability Services.
   a. Students must submit disability services documentation by June 15 for review
      and determination before the beginning of each academic year. Students
      matriculating in spring semesters must submit paperwork by November 1.
   b. The Office of Disability Services and the College reserve the right to request
      additional medical documentation, medical diagnoses, or opinions.

2. Schedule an appointment to meet and discuss documented disability needs with the
   Office of Disability Services.
   a. Nutrition and Dietary Accommodation requests require students meet with
      Dining Services. Based on the student meeting, Dining Services will submit an
      assessment of possible accommodations for review to the student via email.
      Upon agreement, Dining Services will submit the assessment to Disability
      Services.
   b. Residential Life Accommodations requests require students to review the
      Housing Accommodation Housing Policy (see web link below). Some
      accommodation requests may require students to meet with Residential Life to
      best assess possible accommodations.
   c. All other accommodation requests will be assessed directly by Disability Services.

3. In the event that the student and Disability Services cannot come to agreement on a
   reasonable accommodation, the Accommodation Advisory Committee will convene
   to determine reasonable accommodations. The Accommodation Advisory
   Committee has representation from Dining Services, Business Services, Disability
   Services, Student Success, Wellness, Residential Life, Facilities, and Risk
   Management.
   a. In the event the committee is unable to determine reasonable
      accommodation, or determines that an accommodation with significant
      financial costs, the accommodation recommendation will be submitted to
      the Vice President for Student Affairs (VPSA) and the Vice President for
      Business and Finance and Treasurer (VPBFT) jointly for review and
determination.

4. All final accommodation determinations will be communicated in writing to the
   student through the Office of Disability Services.
B. **Accommodation Appeal Process**

If a student is dissatisfied with the determination of their accommodation request and or has new medical documentation or concerns, the student may resubmit an accommodation request to the Accommodation Advisory Committee for further review. New medical documentation or other relevant facts not part of the original determination must be submitted to the Office of Disability Services for such a review. Students may appeal determinations of the Accommodation Advisory Committee by submitting a written request to the VPSA. The VPSA and VPBFT will review the appeal. The student will be notified in writing by the Office of Disability Services as to the final determination of accommodations.

**IV. Related Policies or Applicable Publications**

See Rollins College Office of Residential Life-Housing Accommodation Policy (http://www.rollins.edu/reslife/housing/specialneeds.html)

**V. Appendices/Supplemental Materials**

Not applicable.

**VI. Rationale for Revision**

Not applicable.