



Title:	Disability Services Accommodation Policy	Type:	Student Affairs
No: SA 9000		Approval Date: Sept. 22, 2016 (Rev. 1) May 12, 2014	
Responsible Office: VPSA/Student Success-Disability Services		Approved By: Rev. 1, M. Accapadi; Original, P&BC, Pres Staff, Pres	
Next Review: 2021		Revision No: 1	

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: College of Liberal Arts, Hamilton Holt School, 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 College of Liberal Arts (CLA) 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. Accommodations are not retroactive. Students are encouraged to complete registration with the office prior to the first week of classes if at all possible.
 - b. The Office of Disability Services and the College reserve the right to request additional medical documentation, medical diagnoses, or opinions.
2. Students must meet with the Director or Coordinator of Disability Services to discuss the functional impact of their documented disability needs and barriers to full educational participation before accommodations are put in place.
 - 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.