

Policies and Procedures – Learning Support and Disability Services Department

Determining and Obtaining Reasonable Accommodations

Determining Accommodations:

Once a disability has been documented, the documents will be reviewed to determine the need for appropriate services and accommodations that are necessary and effective, and which do not compromise the academic standards of the college. Accommodations are determined on a case-by-case basis considering the limitations caused by the disability in relationship to the academic demands and responsibilities of residential life at The College of Idaho. The college cannot make retroactive accommodations.

A reasonable accommodation is a modification or adjustment to accessing a course, program, service or facility which ensures that a qualified student with a disability is not excluded, segregated or otherwise treated differently. The modification or adjustment is not required if it would fundamentally alter the nature of the course, program, service, or facility or if it would result in an undue burden for the college. In addition, the college is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified disabled student. To determine reasonable accommodations, Learning Support and Disability Services may seek information from appropriate college personnel regarding essential standards and requirements for courses, programs, services, or facilities. Final determination of reasonable accommodations is made by the Director of Learning Support and Disability Services. Reasonable accommodations are determined by examining:

- The barriers or limitations resulting from the interaction between the documented disability and the campus environment
- The possible accommodations that might remove the barriers
- Whether or not the student has access to the course, program, service, job, activity, or facility without accommodations
- Whether the possible accommodations would fundamentally alter the nature of or effect the essential elements of the course, program, service or facility
- Whether providing the accommodations would result in an undue burden for the college

Common academic accommodations made by the college include: extended time allowed for examinations, computer access for examinations, distraction-reduced testing locations, classroom note takers, books in electronic format, sign language interpreters, CART services, etc.

Note: Prior history of accommodations does not guarantee similar accommodations at the college level. The College of Idaho is not obligated to make an adjustment that would fundamentally alter any essential elements of a course/program. Reasonable accommodations are implemented to provide a student with equal access – they do not guarantee success.

Obtaining Academic Accommodations:

Step One:

Students who require accommodations must identify themselves in Hendren Hall #121. Completion of the Application to Initiate Services (along with proper documentation) should be submitted prior to the start of classes or as soon as a disability becomes known. If the notification or documentation is not timely, the Learning Support and Disability Services Department cannot guarantee the provision or arrangement of accommodation services (e.g., short notice before exams.)

Step Two:

To request the provision of reasonable and appropriate accommodations, students must provide current documentation of their participation in courses, programs, services, or facilities of the college. The Learning Support and Disability Services Department and the student will discuss the interaction between the disability and the academic environment to determine an appropriate reasonable accommodation(s). Consultation with faculty, staff, and outside professionals regarding essential elements, requirements or fundamental nature as those issues relate to reasonable accommodations will occur as necessary. The Learning Support and Disabilities Department will share disability related documents with college personnel only on a limited and need-to-know basis.

Step Three:

Once possible accommodations (and essential elements, requirements or fundamental nature) have been identified, the Learning Support and Disability Services Department will determine whether a reasonable accommodation can be provided that does not either (1) fundamentally alter essential elements, requirements or the nature of the course, program, service, or facility in question; or (2) create an undue burden for the college. If providing the accommodation would result in either (1) or (2) above, the accommodation need not be provided. Further, the college is not obligated to provide a particular accommodation, whether or not requested or sought by the student.

Step Four:

Assuming appropriate documentation has been provided and accommodation will not alter essential elements or requirements, or create an undue burden, a plan is developed by the Learning Support and Disability Services Department.

The student will contact the Learning Support and Disability Services Department each semester he/she requests academic accommodations. If the student is applying for initial services, he/she will complete the **Application to Initiate Services** and the **Accommodations and Services Request Form/Checklist**. If the student is renewing services he/she has already established, the **Application to Renew Services** must be completed. This contact will provide the Department with the courses requiring a letter of accommodation, if note takers need to be provided and for which classes, any books needed in electronic format, etc.

Step Five:

If the student plans to receive the accommodations outlined in his/her letter of accommodation, the letters must be provided to the instructor(s) requested, and dialogue/individual requests must occur from the student to each professor. Provision for or the arrangement of accommodation services cannot be guaranteed if notification, dialogue, and requests from the student have not taken place with each identified professor.

Application to Initiate Services

The College of Idaho Learning Support and Disability Services

Name _____ Date _____

School Address _____ ID# _____

Local or Cell # (____) ____ - _____ Age _____ DOB _____ M or F

Latest C of I or previous school GPA _____ Class Standing Fr So Jr Sr

Major _____ Advisor _____

Have you ever been tutored? Yes No If yes, which subjects _____

Referred by _____ Reason for Referral _____

Circle which is applicable: Physical Disability Learning Disability Psychological Disability

Please describe your disability _____

In the past, have you required any accommodations? (circle one) Yes No

If yes, please describe such accommodations _____

Release of Information for College of Idaho campus

I have truthfully completed the information contained in this application to the best of my ability. I understand that this information will be used as part of an assessment of my intellectual, psychological, and physical abilities. I understand that by requesting disability support services I am not guaranteed an accommodation or that this process will result in the diagnosis of a disability. I understand I must request specific accommodation(s) for each of my classes and supply the Learning Support and Disability Services Department with information about my classes and professors each semester. Accommodations will be determined by the Director of Learning Support and Disability Services in collaboration with the student and professors, and after consideration of documentation and of my individual needs. **I authorize the Director of the Learning Support and Disability Services Department to disclose appropriate information with those on campus who have a legitimate safety and educational need to know.** I also authorize those individuals to relate to the Director of Learning Support and Disability Services of my progress through their services.

Signature _____ Date _____

Witness (please print name) _____

Witness signature _____

Date _____

Learning Support and Disability Services adheres to the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA)

Accommodations and Services Request Form/Checklist

The College of Idaho Learning Support and Disability Services

Name _____ Disability _____

Date _____ Cell _____

Academic Accommodations Needed (check all that apply)

| Y/N | Type of Accommodation | Comments |
|-----|-------------------------------------------------|----------|
| | Sign Language Interpreter | |
| | CART | |
| | FM System or other listening device | |
| | Other communication assistance (please specify) | |
| | Transportation on campus (limited) | |
| | Accessible classroom | |
| | Special furnishings in classrooms | |
| | Readers | |
| | Books on tape/e-books | |
| | Large print | |
| | Note takers | |
| | Extended time for tests | |
| | Quiet space for tests | |
| | Computer access for tests | |
| | Other: (please specify) | |
| | Other: (please specify) | |

Housing Accommodations Needed (check all that apply)

| Y/N | Type of Accommodation | Reason |
|-----|----------------------------|--------|
| | Wheelchair accessible room | |
| | First floor or elevator | |
| | Close proximity to classes | |
| | Single room | |
| | Quiet space | |
| | Special furniture | |
| | Dietary (please specify) | |
| | Other: (please specify) | |

Application to Renew Services

The College of Idaho Learning Support and Disability Services

Name _____ Date _____

School Address _____ ID# _____

Local or Cell # (_____) _____ - _____ E-mail _____ @ _____

(one you check often)

Major _____ Latest C of I GPA _____ Class Standing Fr So Jr Sr

The last time my file with the LSDS Department was active was ___Fall ___Winter ___Spring
20_____

(year)

Explain any changes in your situation/needs _____

Release of Information for College of Idaho campus

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Signature _____ Date _____

Witness (please print name)

Witness signature

Date

Learning Support and Disability Services adheres to the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA)