

**Approved By:** President

**Date Approved:** August 6, 2018

1. **Summary:** This policy establishes the official location and scope of disability services within the College.
2. **Rationale:** This policy is necessary to ensure the College serves student with disabilities as required under the Americans with Disabilities Act and other applicable laws.
3. **Entities Affected:** Students, Faculty, Adjunct Faculty, Student Services
4. **Definitions:** Disability – a physical or mental impairment that substantially limits one or more life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.
5. **Policy:** Criswell College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. Disabilities may include physical or mental impairments which substantially limit one or more of a person's major life activities, and which necessitate modifications to the facilities, programs, or services of the College. Criswell College is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. Criswell College is also committed to making the campus and its facilities accessible as required by applicable laws. The College cannot make accommodations that are unduly burdensome or that fundamentally alter the nature of the College's programs.

While responsibility for the accommodation of students with qualifying disabilities must be assumed and shared by all members of the College community, the Student Services Office is responsible for reviewing and acting upon all student requests and concerns regarding reasonable accommodations. Further, the Student Services Office, in consultation with appropriate campus personnel, facilitates the implementation of accommodations that have been deemed reasonable and appropriate in light of the nature of a student's disability and in consideration of the individual's academic requirements. The Student Success Office also serves as a resource to students and faculty on issues of accommodation and helps to coordinate the implementation of approved accommodations within other sectors of the institution.

Faculty, staff, and other College employees who have ADA related concerns are currently assisted by the Director of Human Resources.

6. **Procedure:**
  - a. **Implementation:** The Coordinator of Students with Disabilities is responsible for working with disabled individuals to achieve accommodations consistent with this policy.

- i. **Prospective Students:** All prospective students are encouraged to make initial contact with the Coordinator of Students with Disabilities in the early stages of their college planning, particularly if there are questions about documentation requirements.. It is advisable that the student send documentation directly to the coordinator after admittance. Eligibility for services/accommodations is a separate process and is done independently of the Office of Admissions. At any time during the Admissions process, students are welcome to meet with the coordinator to provide information about eligibility for academic support services and accommodations, appropriate documentation of disability, housing considerations, and transition issues. Having a disability will not prevent a student from gaining admittance into Criswell College if all enrollment requirements have been met.
- ii. **Current Students:** Students may register with the coordinator at any time. However, it is encouraged that students reach out to the coordinator as early as possible so that accommodations and supports are in place prior to the beginning of the semester. Accommodations are not retroactive and cannot be put into action until the student has registered with the coordinator, been approved for reasonable accommodation, and the coordinator has provided the professor with a letter of accommodation.
- iii. **Implementation Process:** In order to be approved for accommodations, students must register with the Coordinator of Students with Disabilities. The registration process is as follows:
  1. **Meet with the coordinator:** At this meeting, the Coordinator will provide three documents to the individual seeking accommodation: a copy of the Students with Disabilities Policy, an intake form, and a documentation form to be filled out by a medical provider.
  2. **Obtain diagnosis and recommendations from medical provider:** In order to gain reasonable accommodation, the student must have a qualified professional diagnose their disability. This medical provider must provide sufficient details on its impact to one or more major life activities. Types of required documentation vary depending on the diagnosis and are discussed in further detail below. After diagnosis, the medical provider must fill out the documentation form and submit it to the coordinator's office directly.
  3. **Post-diagnosis meeting with Coordinator:** After the coordinator receives the documentation form from the medical provider, the coordinator will meet with the individual seeking accommodation to review the documentation form and discuss the individual's description of their disability as well as the medical provider's recommendation for accommodation.
  4. **Coordinator review:** The coordinator will review the data and determine if the individual qualifies for accommodation and, if applicable, what accommodations can reasonably be provided.
  5. **Letter to faculty:** If the individual qualifies for reasonable accommodations, the coordinator will provide the **student's instructors** with the approved accommodations listed.
- iv. **Documentation:** All students with a documented disability may register with the Coordinator of Students with Disabilities. In order to approve specific accommodations, documentation must be provided which details the impact of a diagnosis. The college takes a holistic approach in determining eligibility for accommodation and will review any information submitted. The following are examples of the types of documentation the coordinator encourages in order to make such determinations:

**1. Physical/Medical/Sensory Disability or Temporary Physical/Medical/Sensory Disability:**

- a. Criswell College Physical Disability Form: A student must have their health professional complete this form and submit it on their behalf. This includes but is not limited to:
  - i. A letter from a medical professional verifying a disability and explaining its impact on one or more life activities.
  - ii. Past medical records.
  - iii. History of accommodations used in past educational, work or similar settings.

**2. Psychological Disability or Cognitive Disability (ADHD, ADD, Learning Disability, Autism Spectrum Disorder, Depression, Anxiety, OCD, Bipolar disorder, etc.):**

- i. Criswell College Psychological Disability form or Learning Disability form: A student must have their health professional complete this form and submit it on their behalf. This may include but is not limited to:
  - ii. The results of a comprehensive neuropsychological or psychoeducational evaluation that includes IQ and achievement testing.
  - iii. Rating scales and objective measure of symptoms related to diagnosis
  - iv. History of accommodations used in past educational, work or similar settings (e.g. IEP).
  - v. A letter from a mental health professional verifying a disability and explaining its impact on one or more life activities.
  - vi. Past treatment records.
- v. **Additional Documentation Clause:** The coordinator reserves the right to request additional documentation in order to support specific accommodations. If additional information is needed, the coordinator may determine that it is appropriate to provide temporary accommodations. Temporary accommodations will be determined based on the information that has been provided.

**b. Responsibility for Compliance:** Vice President of Student Affairs

**c. Notification:** This policy will be posted on the College’s website and in the Student Handbook.

For the Office of Institutional Effectiveness and Research only:

Policy version: 4.0	Policy number: 2.028
Related policies:	

**Policy History**

Version 1.0	November 13, 2012
Version 2.0	August 28, 2017
Version 3.0	December 18, 2017
Version 4.0	August 6, 2018