



Disability Services Policies and Procedures

Bellin College Students with Disabilities Policy Statement

The Board of Trustees and the Administration of Bellin College ensures that no qualified persons shall be denied access to the benefits of education, activities or programs at Bellin College, solely by reason of disability. For each qualified student, accommodations shall be granted to ensure equal access to educational opportunities, programs and services according to the needs of the student.

Rehabilitation Act of 1973

No public or private institution may discriminate against a disability solely by reason of the disability based on Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

www.ed.gov/about/offices/list/ocr504faq.html

Students Rights and Responsibilities

Each student with an identified and documented disability has the right to receive appropriate accommodations from Bellin College:

1. Equal access to courses, programs, facilities, services and activities offered through Bellin College.
2. Equal opportunity to learn, receive appropriate accommodations, academic modifications, and equipment needed to ensure equal access.
3. Adherence to confidentiality of all information regarding their disability and to choose to whom information about their disability is disclosed, except as permitted or required by law.
4. Accessibility to necessary information will be available in reasonable formats, pertaining to the student's individual disability.

Each student with an identified and documented disability has the responsibility to ensure they meet and follow through to:

1. Meet qualifications and maintain essential institutional standards for courses, programs, services and activities. (i.e. completing assigned work in courses undertaken)
2. Identify him/her in a timely manner as an individual with a disability when accommodations and modifications are needed and seek information and assistance as needed from appropriate sources designated by the college, **three (3) weeks prior** to the start of classes.
3. Provide appropriate and comprehensive documentation when seeking accommodations from approved licensed professional by (a) describing the nature of the disability, (b) describing how the disability limits the student's participation in courses, programs, services activities and facility needs and (c) recommends the type of accommodation needed to afford equal access and opportunity for the student.
4. Follow published procedures for obtaining appropriate accommodations, academic modifications and/or auxiliary aids and services, by meeting with the Advisor and Career Services Coordinator (ACSC) who acts as the College's Accommodations Specialist.
5. Meet with the ACSC **at least three (3) weeks prior** to the start of each semester to review their accommodation. Failure to do so may delay reinstatement of their accommodation for the following semester.