

Resource Guide for Students with Disabilities



A Better Education...A Better Future



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Mission

Bellin College is dedicated to preparing healthcare professionals by providing an intellectually stimulating environment focused on leadership, community service, and lifelong learning that promotes excellence in healthcare practice and the advancement of the profession.

Vision

Bellin College will be the best health science college in the state of Wisconsin.

Values

Excellence – being the best.

Community – partnership and shared participation.

Caring – empowering relationships based on empathy and respect.

Integrity – honest and ethical behavior.

Bellin College Students with Disabilities Policy Statement

The Bellin College Board of Trustees and the President's Cabinet of Bellin College ensures that no qualified persons shall be denied access to the benefits of education, activities or programs at the 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 (Section 504)

Title V of the Rehabilitation Act of 1973 is generally regarded as the first nation "civil rights" legislation for persons with disabilities.

Section 504 is a program access statute that applies to entities that receive federal funds. (It is this mandate that has promoted the development of disability support service programs in colleges and universities over the last 20 years.) It requires that "No individuals with disability in the United States shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by an executive agency." A "program or activity" is defined as including all of the operations of a local educational agency, system of vocational education, or other school system.

Subpart E of Section 504 deals specifically with the institutions of higher education. It requires that an institution (public or private) be prepared to make appropriate academic adjustments and reasonable modifications to policies and practices in order to allow the full participation of students with disabilities in the same program and activities available to students without disabilities.

Under the provisions of **Section 504**, colleges may not discriminate in the recruitment, admission, educational process, or treatment of students. Students who have (a) self-identified, (b) provided documentation of his/her disability, and (c) requested a reasonable accommodation, are entitled to receive approved modifications of programs, appropriate academic adjustments, or auxiliary aids that enable them to participate in and benefit from all education programs and activities.

Section 504 specifies that colleges (i) may not limit the number of students with disabilities admitted, (ii) make pre-admission inquires as to whether or not an applicant has a disability, (iii) use admission tests or criteria that inadequately measure the academic qualifications of students with disabilities because special provisions were not made, (iv) exclude a student with a disability from any course of study, or (v) establish rules and policies that may adversely affect students with disabilities.

Americans with Disabilities Act (ADA)

The ADA, initiated in 1990, reinforces the provisions of the Rehabilitation Act and extends compliance requirements to all state and local entities regardless of federal funding. The ADA requires that "No qualified individual with a disability shall, by reason of such disability, be excluded from participation or be denied the benefits of the services, programs, or activities of a public entity or be subjected to discrimination by any such entity."

The ADA consists of five sections or "Titles". **Title II** addresses public entities including community colleges. **Title II** mandates that a public entity, including its educational programs, shall make reasonable modifications to policies, practices, or procedures when modifications are necessary to avoid discrimination on the basis of a disability unless these modifications present undue hardship or substantially alter a program. **Title II** also requires the provision of accessible facilities and auxiliary aids and services by public programs.

Information for Students Requesting Accommodations

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

1. Equal access to courses, programs, facilities, services and activities offered through the 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 the right to choose to whom information about their disability is disclosed, except as permitted or required by law.
4. Accessibility to necessary information and resources 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, at least **three (3) weeks prior** to the beginning of each academic year.
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 who acts as the College's Accommodations Specialist.
5. Meet with the Advisor and Career Services Coordinator at least **three (3) weeks prior** to the beginning of each academic year to review their accommodation. Failure to do so may delay reinstatement of their accommodation.

Responsibility of Student Services Department

1. Review the documentation from students requesting accommodations to validate the disability and ensure that the student qualifies for services as a student with a disability.
2. Grant the request for **reasonable** accommodation (as determined by the ACSC based on current practice, legal requirements and licensed professional recommendations) in the form of services and/or auxiliary aids that are supported by the student's documentation.
3. Coordinate the granted accommodations.
4. Assist the student in advocating for their documented needs.
5. Assist the faculty in meeting the needs of students with disabilities.
6. Provide accommodation services as listed in following section.

Student Services Support Services for Students with Disabilities

Academic Accommodation Services:

- Counseling referral
- Testing adaptations
- Note Takers
- Auxiliary Aids/Special Equipment (limited availability)
- Liaison with faculty regarding accommodations

** Additional accommodations may be considered, but must meet approval of the Advisor and Career Services Coordinator or the Dean of Student Services.*

Disputes Regarding Academic Accommodations (Appeal Process)

Step 1

The student or faculty member (the complainant) who believes he/she has a valid basis for complaint regarding a requested academic accommodation shall first attempt to resolve the issue with the student or faculty member involved within 24 hours of the incident.

Step 2

1. If this effort proves unsuccessful, the complainant can provide a written statement regarding the concern and will schedule an appointment with the Advisor and Career Services Coordinator in Student Services within three (3) business days following the initial complaint.
2. The Advisor and Career Services Coordinator shall investigate the complaint and attempt to resolve the disagreement within three (3) business days of notification from the complainant.
3. If a resolution is not achieved, the complainant may choose to initiate the Step 3 in the appeal process. The complainant must do so within five working days after the results of Step 2.

Step 3

1. The complainant will provide a written appeal to the Dean of Student Services.
 - a. The written appeal will be a detailed description of the complaint with supporting documentation as necessary and must be signed by the complainant.
2. The Dean of Student Services has the right to solicit a written response from any other persons involved, as necessary.
 - a. Any other persons must submit their written documentation within 3 business days to the Dean of Students Services.
3. The Dean of Students Services will review all submitted documents and consider the complainant's statement and the statement(s) of any other persons, and investigate further as it deemed appropriate.
4. The Dean of Students Services renders a decision regarding the complaint within ten (10) days of receipt of all final written documentation.
5. The decision by the Dean of Students Services will be communicated in writing to the complainant, any other persons, the Advisor and Career Services Coordinator and the President of the College.

Final Appeal

1. Any student has a right to appeal the decision of the Dean of Students Services.
2. The student must appeal via writing to the College President within ten (10) business days of receipt of notification from the Dean of Students Services.
3. The student will receive written notification of the final appeal outcome within ten (10) business days of receipt of appeal by the College President.
4. If the final appeal is denied by the College President, the opportunity for further appeal has been exhausted.

Additional Accommodations Information

- ***Extended Testing Time*** will be scheduled with the Faculty and the Library Staff, with the Proctor being approved by the Advisor and Career Services Coordinator in Student Services. Each student with this accommodation will be required provide the required documentation to the Advisor and Career Services Coordinator and to sign an agreement to the terms of their accommodation prior to the accommodation being initiated.
- ***Note Takers*** will be hired by the Advisor and Career Services Coordinator in Student Services. The identity of both the Note Taker and the Student on the accommodation will be confidential as to protect the privacy of both parties. Note takers will deliver notes to the Student Services One Stop within 24 hours of each class and will be then picked up by the student according to a coding system to comply with confidentiality guidelines.

Acknowledgements

Thank you to the Offices of Disability Services at UW-Green Bay and St. Norbert College for their information, materials and input for the creation of this document.



I, _____ (print name) have read and understand the ***Resource Guide for Students with Disabilities***. I acknowledge that any information that I share with the Advisor and Career Services coordinator, who acts as the College's Accommodations Specialist, or other Faculty or Staff of Bellin College, by either conversation or documentation will be kept confidential and only discussed with those identified in the official accommodation document. I also acknowledge that my individual accommodation will be reviewed at the start of each academic year, and that I will meet with the Advisor and Career Services Coordinator at least three (3) weeks prior to the start of each semester, to review my accommodation. Failure to do so may delay reinstatement of my accommodation for the following semester.

Signature: _____

Date: _____