

## Disabilities

It is the policy of Blue Mountain College to comply with applicable laws and regulations. Any student with a documented disability is eligible for assistance in meeting the needs for accommodation. To access services, students should follow these procedures:

The point of contact for initiating, receiving and monitoring referrals for reasonable accommodation requests is the Provost of the College.

Students are required to complete a *Request for Special Accommodations* form identifying the disability. Since the purpose of the documentation is to assist the student and the College in determining reasonable academic adjustments as stipulated under Section 504 of the Rehabilitation Act of 1973 (e.g., extended test time, reduced course load, auxiliary aids, assistance in the Library), the following guidelines should be followed to assure that the diagnostic evaluation report appropriately verifies the accommodation(s) being sought:

- Testing must be comprehensive.
- Testing must be current. In most cases, this means within the past three years.
- There must be clear and specific evidence and identification of a disability.
- Professionals conducting the assessment must be qualified to do so. "Qualified" means licensed or certified in relevant area.
- Diagnostic reports must include the names and titles of the evaluators as well as the date(s) of testing. Recommendations for educational interventions must also be included.

All materials submitted to verify the disability and to determine academic adjustments are treated as confidential information. They are not a part of the student's permanent record but are kept on file in the Office of the Vice President for Academic Affairs while the student is enrolled at Blue Mountain College.

The Provost will review the report, secure any additional feedback that is needed, meet with the student to discuss the accommodation requests and clarify follow-up recommendations with the student.

The Provost and the student will complete and sign a form (*Request for Special Accommodations*), stating the mutually agreed upon accommodations, and a form (*Permission to Notify Faculty of Student Disability*) giving the Provost permission to send a copy of the mutually agreed upon accommodations to the faculty members who teach the student and/or appropriate Library staff. Copies of appropriate forms may be obtained from the Provost.

At the completion of the semester, the faculty member and/or appropriate library staff will signify on the *Request for Special Accommodations* form that the accommodations were made. The form will be kept on file in the Office of the Provost.

If any accommodation needs to be changed, the student is required to submit the change in writing to the Provost. Accommodation requests are effective for only one semester. Students are to meet with the Provost at the beginning of each semester to evaluate the student's needs. Students are expected to practice self-advocacy. This means that students recognize and meet the needs specific to their disability without compromising the dignity of themselves or others.