

## **Student Accommodation Request Procedures**

Spencerian 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.

Students wishing to request accommodation(s) under the ADA must file a *Request for Accommodation* form with the Compliance Office located in Student Services on the main campus. Students are advised to make their requests in advance to allow staff sufficient time to coordinate any services deemed appropriate.

In addition to filing a *Request for Accommodation* form, students must provide documentation from a licensed or properly credentialed professional who is qualified to diagnose the type of disability the student has. This documentation must indicate how the disability limits the student's participation in courses, programs, activities, or facilities. Medical documentation will be maintained in the Compliance Office and kept confidential.

Once the Request for Accommodation has been received along with the appropriate documentation, the Compliance Office will make the determination regarding eligibility for accommodations under the ADA. The Compliance Office and the student will discuss what assistance is needed and, if requested, staff will provide information to relevant faculty members or the academic department verifying the disability and the accommodation required.

It is the responsibility of the Compliance Office to determine reasonable accommodations in each case, taking into account the technical requirements of the student's program, the course content, the student's disability, and the documentation from an appropriately credentialed professional. Spencerian College will make a good faith effort to reasonably modify policies, practices, and procedures to ensure they do not discriminate against individuals with disabilities.

Spencerian cannot alter the standards of practice required by the program and industry. The College is *not required* under the law to provide modifications that would fundamentally alter the nature of a service, program, or activity.

Students are expected to meet with their instructors to discuss needed assistance in their course work. Students are also responsible for notifying the Compliance Office staff if reasonable accommodations that have been requested and approved are not implemented in an effective and timely manner.

## **Grievance Procedures**

Faculty, staff, and students who believe the College has not met its obligation under the ADA should consult with the Office of the Dean or Executive Director.

## **Contact Information**

Students who have questions or wish to request accommodations can contact the Compliance Officer at via e-mail at [ceaton@spencerian.edu](mailto:ceaton@spencerian.edu) or at (502) 449-7845. Students may also stop by Student Services on the main campus and make an appointment. Office hours are Monday through Friday, 8:30 AM to 4:30 PM. Evening appointments can be scheduled upon request.