

**DAYTONA COLLEGE**  
**STUDENTS WITH DISABILITY**  
**POLICY**



## **AMERICANS WITH DISABILITIES ACT**

We are committed to providing equal opportunities to qualified individuals with disabilities to participate in its programs, including students with disabilities who need reasonable accommodations. All medical information received by the company in connection with a request for accommodation will be treated as confidential.

A reasonable accommodation is an accommodation that allows a student with a disability to participate in our programs without changing the essential academic requirements of our programs, creating a threat to others or placing an undue burden on the institution.

An example of a reasonable accommodation is giving students with certain learning disabilities additional time to take an exam. Accommodations are provided to allow a student to participate in our programs but Daytona College does not provide personal assistants such as aids who help with dressing, feeding and the like.

A disability is a physical or mental impairment that substantially limits one or more major life activities such as seeing, hearing, walking or learning.

**Authorized College Official:** All requests for any reasonable accommodation(s) must be submitted to the Academic Dean/Director of Education for review and processing. While a student may discuss a possible accommodation with any faculty or staff member, students should be aware that faculty and staff are not authorized to provide accommodations.

### **Students with disabilities at Daytona College have a right to:**

- Reasonable and effective accommodations according to their disability based on sufficient documentation
- Equal access to educational and co-curricular programs, services, jobs, activities, and facilities available through Daytona College
- Treatment that reflects respect and dignity
- Treatment that is fair and equal received by other students
- Confidentiality in all parts of their documentation and academic records
- Information reasonably available in accessible formats

### **Students with disabilities at Daytona College have the responsibility to:**

- Understand that they are to initiate services with Daytona College
- Provide appropriate documentation of their disability to the Director of Education or Campus Director
- Understand that they are to request accommodations in a timely manner to ensure that they are in place as soon as possible
- Understand that they are able to make a request for accommodations at any time during their enrollment at Daytona College
- Work in collaboration with the Campus Director and Director of Education to determine reasonable accommodations if needed
- Advocate for themselves and monitor their own progress; and to alert the Director of Education or Campus Director if they need assistance with accommodation related issues as soon as possible
- Meet with the Campus Director and Director of Education regarding accommodations
- Abide by the Daytona College Catalog and if applicable, program specific handbooks, to follow policies on academic integrity.

**Timely Request:** Requests for any accommodation should be requested at least 6 weeks before it is needed. Daytona College makes every effort to process accommodation requests quickly and efficiently. However, the student(s) should be aware that it usually takes 6 to 8 weeks and at times longer, to complete the process of requesting, reviewing and putting in place an accommodation. Accommodations will not be provided unless they are requested by the student or applicant, using the procedures described below.

To obtain an accommodation, a student or applicant should submit a Request for Accommodation form to the Director of Education. The first page of the form is completed by the student or applicant, providing a description of the disability and the accommodation requested, as well as a release allowing DAYTONA COLLEGE to share information about the disability with others at DAYTONA COLLEGE who need to know about it, for example to help decide how best to provide an accommodation or to assist in providing the accommodation. With this form, the student or applicant must also submit information from a physician, licensed health care provider or other licensed appropriate diagnostician who has examined and treated or evaluated the student/applicant and can provide an assessment of the disability and needed accommodation. This assessment must have been made within the past three years and should verify the nature of the disability, the functional limitations resulting from the disability, an assessment of the impact of the disability on the individual's ability to participate in our programs, the timeframe for the accommodation and must clearly substantiate the need for any accommodation requested.

Documentation from the student, should:

- Demonstrate how the disability limits their ability to participate in an academic setting
- Clearly outline the accommodation or academic adjustment requested
- Be included as part of the application
- Be submitted to the Campus Director or Director of Education for procedural verification.
- Demonstrate how the disability limits the student's ability to participate in an academic setting.

## **EVALUATION OF ACCOMMODATION REQUESTS**

**Evaluation:** In most situations, the Director of Education ("DOE") will meet with the student or applicant to discuss the accommodation request. In some circumstances the DOE will request additional information or ask the student to permit the DOE's office to talk with the professional who provided an assessment of the student or applicant. The Director's office will evaluate the request to determine whether the individual has a disability and whether the accommodation requested can be provided safely, effectively and without changing the essential requirements of our programs or placing undue burden on DAYTONA COLLEGE.

At times, when a student or applicant requests a particular type of accommodation, DAYTONA COLLEGE may explore with the student or applicant the possibility of providing another form of accommodation which would still permit the student to participate fully in our programs. DAYTONA COLLEGE may choose to provide an accommodation, even if it is not the student or applicant's first choice, if the accommodation is expected to be effective in allowing the student to participate in our programs. DAYTONA COLLEGE may also explore with the student or applicant the possibility of obtaining an accommodation through a State vocational rehabilitation program. Two students with what may seem to be similar disabilities may be provided with different accommodations based on what is needed in each individual situation to permit the student to participate fully in our programs.

**Decisions** The Director of Education will inform the student or applicant of the decision about whether to grant or deny the accommodation or provide a different accommodation.

**Appeals** A student or applicant whose request for accommodation is denied or who is granted a different accommodation than is sought may appeal that decision to the Director of Education or Campus President. Any appeal should be put in writing and submitted promptly along with a copy of the paper work used to request the accommodation. The appeal should state clearly why the student or applicant still believes that he or she should be provided the accommodation sought. Students granted a different accommodation than they first sought are encouraged to try the alternate accommodation while appealing the decision.

- A complaint or an appeal is submitted in person, by U.S. mail, or fax to the Campus Director of Director of Education. Complaints or appeals should be dated.
- Within 15 business days after acknowledging receipt of the ADA policy complaint or appeal, the Campus Director or Director of Education will inform the student regarding the institutional response to the written complaint or appeal.

**Confidentiality** Information about a student's or applicant's disability will be shared with those with a need to know about it, such as to assist DAYTONA COLLEGE in evaluating or implementing the accommodation or for reasons of safety. Records relating to disability accommodations will be kept separate from other files and only made available to personnel with a need to access the files.

## **IMPLEMENTATION OF APPROVED ACCOMMODATIONS**

**Implementation Plans** The Director of Education will formulate a course of action for implementing an approved accommodation and for providing information as needed to faculty and others with a need to know about the accommodation.

**Making Adjustments to Approved Accommodations** At times, adjustments to an accommodation may become necessary, for example, when the accommodation is interfering with the ability of other students to benefit from our programs, the accommodation has become a waiver of an essential element of the program, it no longer seems to be effective or it is no longer necessary. Students who believe an accommodation should be adjusted should notify the Director of Education (the title of the individual in charge of accommodation requests may vary by campus) promptly and submit a revised Request for Accommodation form and documentation.

**Raising Concerns** Any other questions or concerns anyone may have about a disability accommodation should be directed promptly to the Director of Education. Any student or applicant who believes they have been harassed or discriminated against on the basis of disability may file a grievance under the procedures outlined in the College Catalog.