



POLICY AND PROCEDURE

Policy Name:	Student Disability Accommodation		
Policy #:	6.02	Category:	Students
Responsible Office:	Disability Student Services	Effective Date:	7/30/2021
Responsible Director:	Disability Student Services Coordinator	Revised:	7/30/2021
Approval:			
President			08 / 04 / 2021
Title	Signature	Date	
Revision History:	12/4/2018; 7/20/21		

Replaces policy no. 2010 Student Disability Accommodation

PURPOSE

Casa Loma College is committed to providing equal access to educational opportunities to qualified students with documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

SCOPE

This policy applies to all Casa Loma College students – degree-seeking, non-degree seeking, or any other students enrolled in Casa Loma College-sponsored educational courses and programs. Only students who self-identify as having a disability and seek accommodation following this policy and the accompanying procedures through the Disability Student Services Coordinator are eligible for disability accommodations. Informing other College offices, faculty, or staff does not substitute for direct contact with Disability Student Services Coordinator.

DEFINITIONS

Accommodation is any reasonable modification or adjustment to a course, program, service, activity, or facility required for a student, by virtue of the specific functional limitations of a disability, to have equal access to Casa Loma College programs and activities, inside or outside the classroom.

An accommodation does not fundamentally alter curricular requirements, essential learning goals, and outcomes of a course, and/or the nature of a service or program. In the case of academic classes, the accommodation cannot be so significant that it alters or substantially modifies the essential nature or standards

of the course as determined by the Program Director and Casa Loma College. Services of a personal nature, such as personal attendants, homework assistance and private tutors, do not qualify as accommodations.

Disability is a physical or mental impairment that substantially limits one or more major life activities. The term substantially limits means the individual is restricted with regard to the condition, manner, or duration with which a major life activity is performed compared to most people in the general population.

Qualified student means a person who, with or without reasonable accommodation, meets the academic and technical standards for admission to or participation in an educational program, activity, or service.

Undue Hardship refers to any accommodation that would be unduly costly, substantially disruptive, or that would fundamentally alter the nature of the program.

UNLAWFUL DISCRIMINATION PROHIBITED

In accordance with its Non-Discrimination Policy, Casa Loma College prohibits unlawful discrimination on the basis of disability. No member of the College community shall:

- Consider a disability in evaluating the possible admission to the College of otherwise qualified students with disabilities;
- Make pre-admission inquiries as to whether an applicant has a disability;
- Exclude an otherwise qualified student with a disability from any course or educational program at the College;
- Provide less financial aid to students with disabilities than is provided to students without disabilities;
- Assess student achievement using methods and procedures that adversely discriminate against a student with a disability; or
- Implement regulations, rules, and policies that result in limiting participation of otherwise qualified students with disabilities in educational programs or activities available at the College

POLICY

It is the policy of Casa Loma College not to discriminate against qualified individuals with disabilities and to provide reasonable accommodation(s), as required by law, to otherwise qualified applicants for admission of students with disabilities in all education programs, including application procedures, admissions, student assignment, course assignment, the awarding of degrees, discipline, and dismissal. Educational opportunities will not be denied to an otherwise qualified applicant or student because of the need to make reasonable accommodation(s) or modification(s) for the physical or mental impairments of any such individual.

Scope of Reasonable Accommodations

- A. When requested by an otherwise qualified applicant or student with a disability to do so, or when the need becomes known to the college, Casa Loma College is prepared to modify or adjust the admissions process or the educational environment to make "reasonable accommodation(s)" to the known physical

or mental limitations of an applicant or student to enable the applicant or student to be considered for admission to the program, course, activity, or service, to meet and perform the academic and technical standards requisite to performance of their academic program or activity, or to enjoy equal benefits and privileges of education as are enjoyed by other similarly situated applicants or students without disabilities.

- B. In determining the college's ability to offer reasonable accommodation to an otherwise qualified applicant or student with a disability, each request for an accommodation will be evaluated on a case-by-case basis. Factors to be examined include, among others, the essential academic and technical standards requisite for admission or participation in the educational program; the purpose and nature of the course or educational program; the precise education-related abilities and functional limitations of the applicant or student and how those limitations could be overcome with reasonable accommodation(s); the nature and cost of the accommodation required in relation to the college's financial resources; the consequences and effect financially, educationally and otherwise of such an accommodation upon the operation and educational mission of the college, course or educational program; and other federal, state and local regulatory requirements.
- C. The college is not required to offer or provide an accommodation, to admit or to continue to admit an individual with a disability to any particular course or educational program, or to provide educational opportunities and other services when:
 - a. an accommodation would substantially modify the educational standards or mission of Casa Loma College,
 - b. an accommodation would fundamentally alter the nature of the educational program
 - c. taking into account the disabled applicant or student's qualifications along with the requested accommodation, they are not otherwise qualified to meet the academic and technical standards requisite for admission or participation in the education program
 - d. a reasonable accommodation would not overcome the effects of the individual's disability,
 - e. a reasonable accommodation would not enable the individual to complete a course or educational program
 - f. an accommodation would cause an undue hardship on the college, or
 - g. even with reasonable accommodation, the individual would still pose a direct threat of substantial harm to the health or safety to self or others with respect to accommodation(s) mandated by the Americans With Disabilities Act

Decisions about whether a student is a qualified student with a disability and what constitutes reasonable accommodation typically are made by the Disability Student Services Coordinator.

When to Apply for Accommodations

Students who have been accepted to Casa Loma College but have not matriculated are encouraged to contact the Disability Student Services Coordinator to discuss the disability accommodation process but are not required to do so. While the Disability Student Services Coordinator will review and attempt to fulfill late requests, the delay may result in accommodations not being available at the start of the semester. Accommodations are never retroactive. Accommodations are requested and approved for the duration of the student's enrollment, however, can be adjusted depending on need throughout the program. The college goal is to provide accommodations that are effective, even though they may not be the specific accommodations requested in all cases.

A student seeking accommodations must complete the Reasonable Accommodation Request Form or an accessible format appropriate for the student's limitation when requesting accommodations. Once a completed form is submitted to the Disability Student Services Coordinator, the Disability Student Services Coordinator will enter into a prompt interactive process with the student, which may include, but not be limited to, further discussions with the student, faculty and others, and possibly seeking additional medical documentation, all in an effort to assess how the requested accommodation, or other reasonable accommodations, may allow the student an equal opportunity to participate in school programs and activities. All such requests will be considered carefully and promptly. Accommodations will be determined based upon the level of disability, its impact on learning, and the College's ability to provide the accommodation without incurring undue burden or fundamentally altering its programs, facilities, policies, or activities. Once a decision has been made, the accommodation determination shall be provided to the student in writing, and shall describe, and specify the duration of, any approved accommodation. Each student who is offered an accommodation is required to affirmatively indicate their acceptance of the accommodation offered by Casa Loma College

Please note: Clinical sites are distinct and separate from the classroom and on-campus skills lab. Certain accommodations that are acceptable for the classroom/lab may not be appropriate in a clinical setting. Casa Loma College will assist students in the process of requesting and accessing reasonable accommodations (if necessary). In addition, some disabilities may impact a student's progress towards their degree in a timely manner. For instance, students with auto-immune conditions may be prohibited from courses, clinicals, or some functions, for short periods of time, during disease outbreaks. Students should remain in close contact with their program director and faculty.

GRIEVANCE POLICY

A student who believes they have been denied access to the College's programs or services because of a disability, including denial of a request for accommodation, should refer to the Student Grievance Policy as outlined in the College Catalog.

MANAGEMENT OF STUDENT INFORMATION

The Disability Student Services Coordinator receives and retains in a secure manner all inquiries and requests for accommodation and the required documentation.

Requests for accommodation and the related documentation will be retained by the College for a minimum of 24 months from the date the accommodation was granted.

Access to information regarding student requests for accommodation is on a "need to know" basis consistent with the requirements of Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g and related

regulations at 34 CFR Part 99 regarding the confidentiality of and access to student records. To preserve student confidentiality, all information regarding requests for or delivery of accommodation is housed in the Office of Human Resources and access is restricted to staff supporting Casa Loma college's disability services processes.

Any questions about disability accommodations should be directed to Disability Student Services Coordinator at (818) 785-2726 or veronica.pantoja@casalomalcollege.edu

REFERENCES/RESOURCES:

- Americans with Disabilities Act
- Rehabilitation Act Section 501
- Reasonable Accommodation Request Form

POLICY CLASSIFICATION

No.	Policy
1.00	Governance
2.00	General College
3.00	College Environment
4.00	Admissions
5.00	Academics
6.00	Student
7.00	Campus Security
8.00	Information Technology
9.00	Student Accounts
10.00	Financial Aid
11.00	Personnel/Human Resource
12.00	Operations