

STUDENT DISABILITY AND ACCOMODATION

It is the policy of Casa Loma College to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local regulations regarding students and applicants with disabilities. Pursuant to these laws, no otherwise qualified individual with a documented disability shall be excluded from participation in any services, programs, or activities of Casa Loma College. Documented disabilities may include, but are not limited to, a learning disability; attention deficit disorder; a visual, hearing, or mobility impairment; food allergy; or a physical or mental illness. A reasonable accommodation is one that is consistent with the academic standards of the College and does not fundamentally alter the nature of a course or program. The College works with students directly and individually throughout the accommodations process. Final authority for determining the most reasonable and effective accommodation rests with the College and is based on the nature of the course or program and the individual student's disability-related need(s).

Casa Loma College is committed to providing reasonable accommodations. While upholding this commitment, Casa Loma College will also maintain the high standards of achievement which are essential to the integrity of the College's programs and services.

Decisions about whether a student is a qualified student with a disability and what constitutes reasonable accommodation are made by the ADA Coordinator in coordination with the Academic and Online Program Directors. Accommodations are considered on a case by case as well as a class by class (or program or activity) basis.

Procedure for Requesting Accommodations

In order to receive an accommodation, a student (or applicant) must submit a request to the ADA Coordinator, by completing the accommodation request form. Students should make accommodation requests as far in advance as practicable of the relevant course, exam, activity or program, to allow for appropriate consideration and planning. When possible, students entering the College for the first time should submit information related to disability at least six weeks prior to enrollment so that reasonable accommodation can be arranged and delivered in a timely fashion. The request must explain the need for the accommodation and may include a specific accommodation request. The request must be submitted with adequate time for it to be considered and a determination made. In most cases and as discussed further below, the student will need to provide evidence of his or her disability through documentation by a medical care provider.

If an accommodation is granted, the ADA Coordinator will issue a letter to the Program Director and/or other people who must be aware of the accommodation in order to implement it. The

College is under no obligation to provide accommodation for a student with a disability who fails to provide documentation of the disability.

Documentation of Disability and Need for Accommodation

Students may always choose whether or not they want to identify themselves as having a disability, but students who want the university to provide an accommodation must do so. If a student's disability is not obvious, he or she is responsible for providing medical documentation to support the existence of the disability and the need for accommodation.

The student is responsible for providing all diagnostic information to sufficiently support the existence of disability and the need for reasonable accommodation. An accommodation is not needed if the student would still have meaningful access to the program, service, or activity without it. The ADA Coordinator is responsible for deciding whether a disability or need for accommodation(s) has been adequately documented.

Documentation from external sources may include educational or medical records, as well as reports and assessments created by health care providers, school psychologists, teachers, or the educational system.

Documentation of Sensory, Speech & Language, Physical, and Medical Disability

In general, medical documentation should be recent and include the following:

A diagnostic statement identifying the disability, the date of the most current diagnostic evaluation, and the date of the original diagnosis.

A description of the diagnostic tests, methods, and/or criteria used.

A description of the current functional impact of the disability which includes specific test results and the examiner's narrative interpretation.

Treatments, medications, or assistive devices/services currently prescribed or in use.

A description of the expected progression or stability of the impact of the disability over time, particularly the next five years.

A completed Health Care Provider Form

The credentials of the diagnosing professional if not clear from the letterhead or other forms.

The diagnosing professional may not be a family member.

Confidential Handling of Disability Records

All information submitted to or developed by the College related to the diagnosis, documentation, or accommodation of a disability is considered confidential and will not become part of any other student record at Casa Loma College. The ADA Coordinator and Academic Program Directors have access to all disability records and may arrange access for other authorized College officials in the event of an emergency or other unusual necessity.

Disability information may be released in confidence to faculty members or other members of the College who have an educational need to know..

All documents supporting a disability is on file in the ADA Coordinators Office and will be retained and destroyed in accordance with Casa Loam College's Record and Retention Disposal Policy.

Appealing Accommodation Determinations

Students may petition for a review of Student Accessibility Services' determinations under the College's Student Accommodation Grievance Procedure. Under that procedure, students are encouraged to discuss their concern first with their Academic Program Director, then to request an informal review by the ADA Coordinator.

ADA/ Coordinator

Questions concerning the application of this policy and the application of the ADA to students may be made to the ADA Coordinator:

Veronica Pantoja

ADA Coordinator and Director of Human Resources

6725 Kester Ave., Van Nuys, CA 91405

818-785-2726

veronica.pantoja@casalomacollege.edu

Student Disability Accommodation Grievance

If a student disagrees with or is not satisfied with the proposed reasonable accommodation, the student may appeal the decision using the College's Grievance Policy.