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**TITLE: Disability Services Policy**

**EFFECTIVE DATE:** October 1, 2014

**LAST REVISION:** October 15, 2014

Policy No. 5.532

### Policy Statement

#### **Purpose**

This procedure establishes guidelines for services available to students with disabilities, including the granting of auxiliary aids and academic adjustment to the College, its programs of study and activities.

#### **Scope**

This policy applies to all students, prospective students, guests, and visitors to the College.

#### **Background**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 established the rights of individuals with disabilities. The ADA applies to colleges and universities as places of public accommodation and/or as employers. Section 504 of the Rehabilitation Act of 1973 ("§ 504") states that no "otherwise qualified person" with a disability can be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity within an institution that receives Federal student financial aid.

#### **Definitions**

**Disability** - The Americans With Disabilities Act ("ADA") defines a person with a disability as any individual who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; and (3) is perceived by others as having such an impairment. In the context of colleges and universities, the most common disabilities include specific learning disabilities, visual and hearing impairments, physical challenges, and medical or health conditions that interfere with learning.

**Physical Impairment** - Any physiological disorder or condition, cosmetic disfiguration, or anatomical loss affecting one or more of the following body systems:

Neurological	Musculoskeletal
Special Sense Organs	Respiratory (including speech organs)
Cardiovascular	Reproductive
Digestive	Genitourinary
Hemic and Lymphatic	Skin and Endocrine

**Mental Impairment** - A mental impairment is defined as any psychological disorder such as a neurological psychological disability, organic brain syndrome, emotional or mental illness and specific learning disabilities.



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**Major Life Activity** - A major life activity is defined as any function such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking

**Academic Accommodations** – Modifications provided for a student with a disability to allow some means to show what they know without the interference of the disability.

**Support Services** - as defined by the Americans with Disabilities Act [ADA]), provided by the college may include: readers, sign language interpreters, note takers, scribes, assistive listening devices, captionists, and print materials in alternative formats. All support services are provided to students with documented disabilities to help them perform according to their intellectual abilities and meet their academic and community responsibilities.

**Responsibilities & Limitations** - Under state and federal civil rights laws the college is responsible for providing that, within certain limits, students are not denied the opportunity to participate in college programs on the basis of a disability. The college does not provide such support services if providing them would create an undue burden for the college. The college is not required to and does not:

- Make accommodations or provide support for services which fundamentally alter the academic requirements for the degree, course requirements or basic pedagogy;
- Normally alter consistently applied academic policies which are based on academic standards;
- Guarantee success or bear responsibility for making students succeed in their courses;
- Pay for or provide items or services of a personal nature such as personal care assistance; personal purchases; personal medical, adaptive or computer equipment; private transportation; or educational supplies used by all students (pens, paper, computer supplies, etc.). These are the responsibility of the student.
- Professional tutoring or clinical evaluation or intervention services, as well as professional services or tutoring aimed at remediation, personal or academic coaching and case management is not provided by the college.

**Disability Documentation** - The College will provide support services to students for whom the college has evaluations and documentation that are current and support the accommodation or services requested.

## Policy

Baton Rouge Community College is committed both philosophically and legally to assuring equal access to all college programs and services and complies with state and federal disability nondiscrimination requirements. The college pursues the goal of equal access through proactive institutional planning and barrier removal, as well as the provision of reasonable and appropriate accommodations to students with documented disabilities.



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The college's Office of Disability Services coordinates accommodations and facilitates the provision of services to students with documented disabilities. A student may voluntarily register with the Office of Disability Services by providing documentation of their disabilities, after which proper accommodations will be determined and implemented by the college.

### Procedure

The College encourages students with disabilities to self-identify. It does this through diverse means including on-line web information, college catalog, and information through academic courses (either directly or through course syllabi). Students are directed to the Disability Service Office or the Campus designee where they are able to register for services, provide documentation of disability, and complete other forms to document services. Documentation must be provided from a licensed or certified professional such as a medical doctor, neurologist, audiologist, psychologist, education specialist, or other health care specialist, and should include a written statement of a diagnosed disability, identification of the instruments used, as well as professional interpretation of testing results. Such documentation of a disability may also include a physician's statement, vocational rehabilitation records, or public school records.

Source of Policy: Counseling and Disability Services (CADS) Office

Related Policy: Disability Services SOP

Approved by:   
Chancellor Andrea Lewis Miller

Responsible Administrator: CADS Director

LCTCS Policy Reference: \_\_\_\_\_

LCTCS Guideline Reference: \_\_\_\_\_

Date: 10/15/14