

# • Bay State College •

## *Office of Disability Support Services*

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### Accommodations Fact Sheet

Bay State College is mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide reasonable accommodations. Bay State College is committed to providing individualized support to students with disabilities based on their unique needs. To fulfill this mission, Disability Support Services Coordinators (DSS Coordinators) work with students who have documented disabilities to ensure equal educational access.

#### To be eligible for accommodations at Bay State College, what criteria do I need to meet?

- You must be officially accepted to the College\*
- You must provide the required documentation:
  - Day/Evening Division students must hand-deliver documentation to the DSS Coordinator
  - Online Division students must fax documentation to the DSS Coordinator

\* *Exceptions will be made for students who are eligible to receive accommodations during the enrollment process.*

#### As a student with a disability, what are my responsibilities?

- To meet and maintain the College's academic standards
- To identify yourself to the DSS Coordinator
- To deliver required documentation to the DSS Coordinator at least *two weeks* prior to intended use of accommodations
- To maintain compliance with the College's documentation requirements
- To bear the cost of the evaluation(s) necessary to produce the documentation required by the College
- To schedule a meeting with the DSS Coordinator *each* term/semester to activate accommodations
- To actively participate in the search for accommodations and auxiliary aids
- To follow established procedures for delivering Accommodation Plans to instructors
- To communicate with instructors about how accommodations will be implemented in each classroom
- To notify instructors and the Center for Learning and Academic Success (CLAS) at least *two days* prior to the intended use of accommodations

#### What are the College's responsibilities to a student with a disability?

- To review documentation and activate reasonable accommodations in a timely manner
- To provide reasonable accommodations once they are activated (accommodations will **not** be provided retroactively)
- To request additional documentation if that which is provided is inadequate or outdated (this may result in delayed activation of accommodations)
- To share information regarding a student's accommodations only with those individuals involved in the assessment and implementation of their accommodations
- To make every effort to reasonably accommodate students with disabilities unless unreasonable notice, undue hardship, or fundamental alteration of a program is corroborated
- To, when feasible, assist temporarily injured and impaired students although not required by applicable law
- To provide students with information about area medical facilities, but to abstain from providing medical care or dispensing medication
- To retain a student's disability-related documentation for five (5) years after their last date of enrollment before destroying it

## What are the College's documentation requirements?

- All documentation must be on letterhead, dated, signed, and include the diagnosing professional's name, title, organization, license, or certification
- All documentation should be reflective of the current student experience and will be reviewed for such appropriateness
- Specific documentation requirements apply based on the nature of one's disability and individual circumstance
- Individualized Education Plans (IEPs) will **not** be accepted as the primary source of documentation
- Documentation prepared by a family member will **not** be accepted as the primary source of documentation

## Based on my disability, what are the College's specific documentation requirements?

### **Learning Disabilities and/or Attention Deficit/Hyperactivity Disorders:**

- A psycho-educational or neuropsychological evaluation completed within the past three years to include:
  - A clearly stated diagnosis of a learning disability and/or AD/HD
  - Scores from any psychological and/or educational testing
  - Recommendations for accommodations

### **Physical/Medical/Neurological Disorders:**

- Documentation completed within the past three years to include:
  - A description of the nature of the disability and/or a clearly stated diagnosis
  - Scores from any psychological and/or educational testing
  - Recommendations for accommodations

### **Psychiatric/Emotional/Behavioral Disorders:**

- Documentation completed within the past six months\* to include:
  - A clearly stated diagnosis of a psychiatric/emotional/behavioral disorder(s)
  - Scores from any psychological and/or educational testing
  - Recommendations for accommodations

### **Temporary Disabilities:**

- Documentation completed within the past six months to include:
  - A clearly stated diagnosis of a temporary disability
  - Scores from any psychological and/or educational testing
  - Recommendations for accommodations

## Who is the Disability Support Services Coordinator at Bay State College?

### **Cheryl Raiche, MSW, LICSW**

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