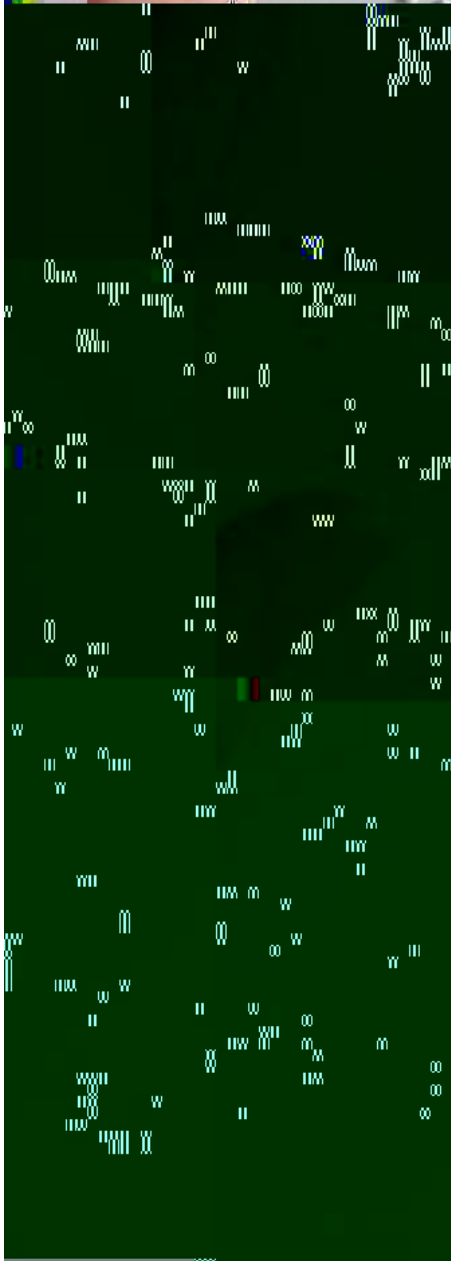




2023



ACADEMIC ADJUSTMENT/ACCOMMODATION POLICIES

General Information

Equal Access to Education

Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) of 1990 state that qualified students with disabilities who meet the technical and academic standards at HCI College may be entitled to reasonable accommodations. Under these laws a disability is defined as any physical or mental impairment which substantially limits a major life activity. To this end, HCI College is committed to providing equal access to education by removing unnecessary barriers to enhance each student's ability to demonstrate his or her academic abilities. Section 504 and the Americans with Disabilities Act of 1990 (ADA) reinforced the provisions of the Rehabilitation Act and extended coverage to the private sector with the extension of access into all aspects of campus life, including communications and other privileges and advantages by requiring that all public facilities, services and communications be accessible to persons with disabilities and that auxiliary aids and services be provided unless such provisions place an undue hardship upon an institution.

Who is Considered Disabled under the Law?

According to the Americans with Disabilities Act (ADA) of 1990, and Section 504, a disability is a physical or mental impairment that substantially limits one or more major life activities (e.g., walking, sitting, breathing, learning, working, sleeping, etc.). This law also requires an individualized assessment of each case to determine whether or not a disability exists. The College is not required to evaluate students or pay for such an evaluation. It is a student's responsibility to provide adequate documentation and request adjustments/accommodations and services. The College has the right to establish professional criteria to be used in reviewing the documentation.

Reasonable Accommodation

"Reasonable accommodation" is the term used by Section 504 for modifications made to an environment which eliminate or decrease, to a reasonable degree, structural and/or learning barriers which a student might encounter due to his or her disability. The law does not require that students with a disability be given "special" advantage that places them in a better position to succeed than their classmates. Reasonable adjustments/accommodations are made to put students with a disability in the same starting position as their nondisabled classmates. Nevertheless, an academic institution is not required to fundamentally alter the nature of its academic program in order to accommodate students.

HCI College is committed to providing access to all of its programs, activities and services and will either remove physical barriers or enhance access in other ways to enable qualified students with disabilities to participate in such endeavors.

HCI College Commitment and Support

Commitment

HCI College is committed to providing equality of opportunity to students with disabilities through a supportive academic and social environment. Faculty and students work together in partnership to determine students' needs and attempt to see that those needs are met.

A student who self-identifies as a person with a disability requiring auxiliary aids/academic adjustments to any staff or faculty member at any time should be referred to the College's Section 504 and the ADA Coordinator for assistance.

Adherence to this policy will ensure that these students obtain the appropriate information and if desired by the student, initiate the formal process for receipt of auxiliary aids and academic adjustments. The auxiliary aids and academic adjustments are provided at no cost to students with disabilities.

Support

HCI College complies with Section 504 requiring that no qualified person with a disability will be excluded by reason of the disability from enrolling in a course of instruction. Students wishing to avail themselves of special adjustments/accommodations under Section 504 and the Americans with Disabilities Act may disclose special needs at time of enrollment or any time during their enrollment in HCI College.

For physically challenged students, HCI College campuses are either located on ground level or have appropriate elevator service with ramps and designated parking to facilitate easy entry. Restrooms are equipped with wide doorways and bars to ensure wheelchair accessibility.

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Accommodations Review Committee (ARC)

The ARC includes the Dean of Academic Affairs, Campus President/Director, and Senior Vice President of Academic Affairs. Committee members are appointed by the Senior Vice President of Academic Affairs. The ARC will have access to all of the documentation pertaining to the student's request for adjustments/accommodations. HCI College's Accommodations Review Committee will engage in an interactive process with the student regarding what accommodations/academic adjustments are needed. The student will be contacted prior to the ARC determination to ensure that the student is involved in the process that determines what services, if any, the student is to receive.

The student will receive written notification of the decision reached by the ARC within 5 business days of receipt of the student's signed and dated forms requesting accommodation or adjustment. The student will receive the approved accommodation or adjustment within 5 business days* of the ARC's decision. This established procedure is to ensure proper and timely disbursement of auxiliary aids and/or academic adjustments to students with disabilities.

**Students are provided the approved accommodation or adjustment following the ARC meeting, unless specialized accommodation/adjustment/equipment needs to be ordered and received by the student or College, not to exceed 30 business days. In the interim the College will provide alternative reasonable supplemental or substitute accommodations where possible to the student pending receipt of the specialized accommodations or equipment. Every effort will be made to provide the approved accommodation or adjustment as expeditiously as possible.*

ACADEMIC ADJUSTMENT/ACCOMMODATION PROCEDURES

A student desiring an academic adjustment/accommodation must submit current documentation as required by

Resubmission Procedure:

Students who are denied adjustments/accommodations due to a lack of sufficient documentation of their disabilities may resubmit their requests when they have additional documentation.

Grievance Procedure:

Students who have been deemed ineligible for adjustments/accommodations have the right to file a

Learning Disab

ACCOMMODATIONS REVIEW COMMITTEE EVALUATION PROCESS

1. The Accommodations Review Committee (ARC) is comprised of the HCI College The ARC includes the Dean of Academic Affairs, Campus President/Director, and Senior Vice President of Academic Affairs.
2. The committee convenes as needed to consider student requests for adjustments/ accommodations arising from disabilities documented by licensed professionals pursuant to Criteria for Disability Documentation in this manual.
3. The committee reserves the right to accept documentation which varies from this criteria but is professionally sound and of high quality, or conversely, may reject documentation viewed as inadequate to support the requested adjustment/accommodation.
4. Within 5 business days of receiving the Request for Adjustments/ Accommodations, the ARC will convene to review the documentation, engage in an interactive process with the student regarding what accommodations/academic adjustments are needed, reach a decision, and notify the student in writing of their status (eligible, ineligible, deferred). The student will receive the approved accommodation or adjustment within 5 business days* of the ARC's meeting. This established procedure is to ensure proper and timely disbursement of auxiliary aids and/or academic adjustments to students with disabilities.

Students are provided the approved accommodation or adjustment following the ARC meeting, unless specialized accommodation/adjustment/equipment needs to be ordered and received by the student or College, not to exceed 30 business days. Every effort will be made to provide the approved accommodation or adjustment as expeditiously as possible.

5. If a student is ineligible or deferred, the letter will explain what is missing within 10 business days of receiving the Request for Adjustments/Accommodations. If a student is determined eligible, it is a student's responsibility to make an appointment with the Senior Vice President of Academic Affairs to discuss the approved reasonable adjustments/ accommodations. Adjustments/Accommodations will not be initiated prior to this meeting.

IN ORDER FOR THE ARC TO CONSIDER A REQUEST FOR ADJUSTMENTS/ACCOMMODATIONS, ALL APPLICANTS (PROSPECTIVE STUDENTS) MUST HAVE SUCCESSFULLY COMPLETED ALL PARTS OF THE REQUIRED DOCUMENTATION.

Students with obvious and severe physical disabilities will be served prior to receipt of proper documentation.

Resubmission Procedure:

Students who are denied adjustments/accommodations due to a lack of sufficient documentation of their disabilities may resubmit their requests when they have additional documentation.

Grievance Procedure:

Students who have been deemed ineligible for adjustments/accommodations have the right to file a grievance with HCI College. The grievance procedures are described in the HCI College catalog.

FORMS APPENDIX

1. Disability Registration Agreement
2. Confidentiality Statement
3. Request for Adjustments/Accommodations
4. Approved Course Adjustments/Accommodations

HCI College

Disability Registration Agreement

Student Number: _____

Student Name (Print): _____

I understand that I am registering for services from HCI College and that I may be eligible for services such as information, referral, reasonable adjustments/accommodations and/or other individualized services that may be needed for access to courses, programs or facilities. If HCI College is unable to provide the necessary services, I will be referred to other appropriate community agencies.

HCI College Adjustment/Accommodations Disclaimer

I am aware that:

- The type of adjustments/accommodations provided to students with disabilities will vary depending on the nature of the disability and the course content
- It

I understand that the College needs disability information to provide services and to conduct reporting and research functions. This data is classified by disability.

I understand that as a student, I am responsible for reviewing the rights and responsibilities pertaining to disability access.

I understand that I will not be eligible for services if I do not provide documentation of a diagnosed disability, do not have a diagnosed disability or do not follow HCI College policies and procedures.

I understand that if I request HCI College to facilitate adjustments/ accommodations on my behalf, the College may need to consult with other College personnel. I give my permission to have disability related information shared with appropriate College personnel (i.e., Office of Student Financial Aid, Academic Affairs, and/or appropriate faculty) to facilitate such requests.

I understand that I must meet with the Dean and the Instructor of record prior to each term to ensure that adjustments/accommodations are provided.

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Student Name: _____

Student Signature: _____ **Date:** _____

Campus President: _____ **Date:** _____

Campus President Signature: _____ **Date:** _____

HCI College Confidentiality Statement

The Senior Vice President of Academic Affairs is responsible for receiving and maintaining the disability-related documentation and information for students with disabilities at HCI College. The documentation and information may include test data; psychological, psychoeducational and/or neuropsychological evaluations; grades; transcripts; biographical history; case notes; and any other disability-related information necessary to document and provide adjustments/accommodations to students with disabilities.

Students with disabilities have a right to review their file. A student who wishes to review his or her file must schedule an appointment with the Senior Vice President of Academic Affairs. Students may request and receive copies of case notes, Course Adjustment/Accommodation Forms, and other documentation from the Senior Vice President of Academic Affairs. However, students will not be provided copies of disability-related documentation from their files. Disability-related documentation is defined as any documentation given to the Senior Vice President of Academic Affairs to substantiate the student's disability status and need for adjustments/accommodations (e.g., psychological, psychoeducational, neuropsychological or medical evaluations; letters or other information from physicians; or medical records). The Senior Vice President of Academic Affairs will retain a copy of all information within a student's file.

Disability-related documentation (as defined above) is treated confidentially and will not be released to anyone not involved in the adjustment/accommodation and service-delivery process with the following exceptions: (a) the student gives the Senior Vice President of Academic Affairs a signed release to share disability-related information with the person(s) or office(s) named on the release; (b) the Senior Vice President of Academic Affairs will release disability-related information as required and/or permitted by the law and/or a court order; (c) the student threatens to harm himself or herself or others, or is suspected of abuse of a child or incapacitated adult; (d) the student files a disability-related complaint, appeal, grievance or lawsuit against a College office or employee(s).

Only the Registrar has direct access to student files. When a student with a disability requests adjustments/accommodations, he or she understands that some disability-related information may be provided on a need-to-know basis to College faculty and staff to help ensure that the student receives appropriate

HCI College
Request for Adjustments/Accommodations

