

## **BSC Student Accessibility Policy B**

### **Student Commitment**

#### **Guidelines for Student Requests for Reasonable Accommodation on the Basis of Disability**

BSC is committed to providing access to and inclusion in academic and campus programs for students with disabilities by providing reasonable accommodations when appropriate and necessary. To fulfill this commitment, BSC has established the following guidelines and expectations:

1. Students are responsible for disclosing their disability to the BSC Student Accessibility (SA) Office. Even when parents or other advocates are involved in this process it is primarily the student's responsibility to disclose and request reasonable accommodations when needed. A student who is taking online or distance education courses through BSC is required to self-disclose his/her disability following the same procedure as if he/she were located on-campus.
2. At BSC, the SA Office has been assigned the responsibility to make decisions regarding provision of reasonable accommodations necessary to provide equal access for prospective, newly admitted, or currently enrolled students.
3. Prospective students may request reasonable accommodation (e.g. for testing, campus tours, or freshman orientation) at any time during the application process. Requests may be submitted orally, in writing, by telephone, or by e-mail and must come through the SA Office. Because arranging accommodations may take significant amounts of time, notification as early as possible is encouraged. (See Appendix A, SA Procedures for Requesting and Receiving Accommodations)
4. A newly admitted or currently enrolled student whose disability requires reasonable accommodation to ensure access to campus programs and facilities may request accommodations at any time. The request may be submitted orally, in writing, by telephone, or by e-mail and must come through the SA Office. Because arranging accommodations may take significant amounts of time, giving notification as early as possible is encouraged.
5. Once documentation of disability has been provided to and reviewed by the SA staff, the student will meet with the SA staff to discuss reasonable accommodations (if requested and/or necessary) to develop and agree on a plan of action to ensure equal access.

- a. When requesting accommodations the student must contact the Student Accessibility Office during office hours and make arrangements for the accommodation (See Appendix A).
- b. Both the request for the accommodation and the provision of the accommodation must be appropriate and timely. The SA Office will address requests for accommodations in a timely manner, but the institution cannot guarantee the availability of appropriate accommodations without ample lead time to make preparations and/or investigate resources.
- c. Colleges are NOT required to provide the requested or preferred accommodation. They are required to provide reasonable, appropriate, and effective accommodations for disabilities which have been adequately documented and for which the accommodation has been requested. The question, therefore, can be asked, “Is the accommodation that has been offered reasonable and effective?”
- d. Both the SA Office and the student will take responsibility to work with the instructors on campus to ensure equal access and provision of needed accommodations. Students are responsible for taking notification letters to their instructors, when deemed appropriate and making arrangements for accommodations. Occasionally, the SA Office, with the student’s written consent, will contact instructors regarding a student’s need for an accommodation. In such cases, the student remains responsible to follow up by meeting with the instructor.
- e. The Student Accessibility Office has been assigned the responsibility to work in conjunction with administration, faculty, staff and students to ensure equal access to all campus programs and provision of necessary, reasonable accommodations in an appropriate and timely manner.
- f. BSC personnel will be the sole determiners of what accommodations shall be provided within the institution. These determinations will be made by personnel, namely the Student Accessibility Coordinator, in conjunction with other appropriate parties.

**History of This Policy:**

First policy draft August 15, 2004  
Revised July 2013