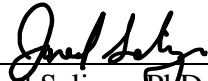


**ALLEN COLLEGE — UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 07/01, 04/05, 05/10, 02/12, 02/14,
10/14, 04/15, 09/18

No: 2-D-800-04
Last Reviewed Date: October 2019
Required Review Date: October 2020
Administrative Unit: Enrollment Management
Approved:



Jared Seliger, PhD, CNMT
President

SUBJECT: Academic Accommodations for Students with Disabilities

PURPOSE: To establish guidelines for Allen College students requesting examination and educational accommodations, which includes testing.

EFFECTIVE FOR: All students

POLICY:

It is the policy of Allen College to provide appropriate educational and/or examination accommodations for disabled students. Allen College will do so by designing and approving procedures that ensure such accommodations are psychometrically sound and safeguard the fairness and security of all testing for all students.

Federal law requires that the College provide reasonable accommodations for otherwise qualified students with disabilities. Generally, the term “disability” means that an individual has a mental or physical impairment which substantially limits one or more major life activities. Reasonable academic accommodations may include, but are not limited to, adjusting class schedules, providing assistive devices or equipment, providing readers or interpreters, giving additional time to complete a task, and modifying examinations or other assignments.

PROCEDURE:

1. **Self-Identification:** Unlike secondary education, at the collegiate level a student is required to self-identify and request accommodations before the College is required to consider accommodations. Prior to any consideration of accommodations, a student must obtain a copy of the Academic Accommodations for Students with Disabilities located in the Policy Library on the Allen College website. The student obtains a completed form from his/her provider and submits to the Dean of Enrollment Management for verification.
2. **Accommodation Requests:** Accommodation requests will be accepted and considered at any time. However, to ensure timely implementation of granted accommodations, the College encourages students to make requests at least two weeks prior to the start of a

class/term in which accommodations will be needed. Please note that granted accommodations are not effective retroactively so that students will not be able to re-do assignments or re-take exams with accommodations that were originally completed prior to accommodations being asked for and received.

3. **Interactive Process:** Reasonable accommodations are granted on a case-by-case basis pursuant to an interactive process between the College and student. However, the College will not grant a requested accommodation when documentation requirements have not been met and/or the College considers the request to be unreasonable. The College will not fundamentally alter its programs in order to accommodate a student. However, alternative accommodations may be offered by the College when it has denied a particular accommodation request.
4. **Documentation:** The student will need to provide documentation that supports the accommodation request. While the extent of documentation required and its currency may vary depending on the claimed disability and types of accommodations requested, the following documentation guidelines should be considered:
 - a) Must be from a qualified diagnosing professional, which may include a psychologist, psychiatrist, physician, physician's assistant or nurse practitioner.
 - b) Student's name must be included
 - c) Clinical diagnosis of disability by title and code number and date
 - d) History of the disability
 - e) Past accommodations received, including those pursuant to an IEP or Section 504 plan, and description of impact on present function
 - f) Name and date of specific standardized and professionally recognized tests/assessments (e.g. Woodcock-Johnson, Wechsler Adult intelligence scale)
 - g) Score resulting from testing
 - h) Interpretations of scores and evaluations
 - i) Recommendations for accommodations with a stated rationale addressing why the accommodations are necessary and appropriate for the diagnosed disability
 - j) Signature, credentials and title of diagnostician or qualified individual who has interpreted the diagnostic test results. (Please include telephone number.)
5. **Additional Documentation:** The College may request additional documentation even when some supporting documentation has already been provided, and the College expressly reserves the right to deny accommodations until all of the necessary documentation is received.
6. **Approval:** If the documentation is deemed complete and the accommodations are granted, the approved Educational Accommodation form will be signed by CAO, filed in the student's academic file, and a copy will be provided to the student.

7. **Notifying Faculty:** After documentation is completed and approved the student is responsible for notifying all faculty each semester about approved educational accommodations. It is the student's obligation to contact each faculty member individually and to allow each faculty member to review the approved Educational Accommodation form. The student and the faculty member will then work together to ensure accommodations are implemented. A student who feels that accommodations are not being appropriately provided by a faculty member should discuss concerns with the faculty member and, if necessary, contact the CAO.
8. **Checking In:** Prior to the beginning of each new semester, and whenever any issue of concern related to academic accommodations arises, a student who receives accommodations should check in with the CAO. The purpose of checking in is to generally discuss the implementation of the student's accommodations, identify any issues of concern, discuss the student's upcoming class schedule, consider whether any additional accommodations are necessary or if current accommodations need to be modified, etc. It is the student's responsibility to engage the CAO in this discussion, and the presumption will be that there are no significant issues of concern if the student does not contact the CAO.
9. **Modifications:** Students can request modifications to their already-granted accommodations at any time. Additional documentation may be required to support the requested modification.
10. **Grievance:** A student who disagrees with the CAO's eligibility determination, believes that granted accommodations are not being properly implemented even after discussions with the faculty member and the CAO, or has any other disability-related issues may file a grievance regarding these concerns. (See SOP #2-F-100-02 Fair Treatment Policy for Students.)
11. **Other Matters:**
 - a) The College reserves the right to require video monitoring and recording of students who require testing accommodations.
 - b) Students requesting special accommodations for certification/licensure exams should contact the appropriate certifying or licensing body prior to applying for the exam.
 - c) For other accommodation concerns or inquiries, such as access to facilities or accommodations needed to participate in a student activity, please contact the CAO.

Allen College

Approved Educational Accommodations

Student: _____

Approved Accommodations:

- ___ Extended time ___150% ___200% ___Other ___%
- ___ Separate location
- ___ Quiet location
- ___ Reader
- ___ Sign language
- ___ Interpreter
- ___ Format (electronic/written)
- ___ Auxiliary aids and equipment
- ___ Other (please list specific accommodations)

Joanna Ramsden-Meier
ADA Coordinator
Dean, Enrollment Management

Date Approved

Allen College Provider Form

Student Name: _____

Clinical diagnosis of disability by code number: _____

History of disability, including past accommodations such as IEP, 504 plans:

Name, date, results, and interpretation of specific standardized and professionally recognized tests/assessments (e.g. Woodcock-Johnson, Wechsler Adult intelligence scale) (Please attach)

Recommendations for accommodations with a stated rationale addressing why the accommodations are necessary and appropriate for the diagnosed disability:

- If student qualifies for additional time for exams, please indicate the percentage of extra time recommended (e.g. 150%, 200%)

Provider Name (please print)

Date

Provider Signature

***This form may be returned to Joanna Ramsden-Meier at:**

- Joanna.Ramsden-Meier@AllenCollege.edu,
- faxed to (319) 226-2051, or
- mailed to Allen College, Attn: Joanna Ramsden-Meier, 1825 Logan Ave., Waterloo, IA 50703

GUIDELINES FOR STUDENTS REQUESTING EDUCATIONAL ACCOMMODATIONS (INCLUDING TESTING)

Educational accommodations including testing for disabled students are provided within the Current Americans with Disabilities Guidelines for Education.

It is the intent of Allen College to follow the provisions set forth by the US Federal Government and the certifying boards of the programs offered.

The student is responsible for:

1. Obtaining and submitting a clinical diagnosis of disability by title and code from an appropriate medical professional (i.e.-psychologist, psychiatrist, physician, nurse practitioner), including:
 - history of the disability, any past accommodations
 - results/interpretation of results of professionally recognized diagnostic testing
 - recommendations for educational and testing accommodations appropriate for the diagnosed disability
2. Obtaining accommodation policies from certifying board of individual's program.

Video Release for Proctored Exam

I hereby give Allen College permission to Video Stream and Record me as part of a special accommodation in pursuant of SOP #2-D-800-04. I understand that this recording can be used to ensure that the Allen College student code of conduct policy is being fully adhered to.

Print Name _____

Date _____

Signature _____

Witness _____