



## **Accommodation Policies and Procedures**

Franklin College is committed to complying with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act with regards to students with disabilities. Franklin College does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act (29 U.S.C. 94 (a)) in admission or access to, or treatment or employment in its programs or activities. No otherwise qualified individual with a disability shall be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any Franklin College program or activity, solely by reason of his or her disability. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of Franklin College.

Franklin College will provide students meeting its academic and technical standards required for admission who (1) have a physical or mental impairment which substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) are regarded as having such an impairment with an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement in the most integrated setting that is appropriate to that student's needs as that provided to students without such an impairment.

Franklin College will provide appropriate academic adjustments and auxiliary aids and services ("Accommodation") to eligible students to ensure that it does not discriminate on the basis of disability.

Requests for Accommodation must be submitted to and authorized by Disability Services, a division of the Academic Resource Center. Kellie Schmidt, Associate Dean for Student Success, 101 Branigin Boulevard, Franklin, IN 46131, is the designated person pursuant to 34 C.F.R. 104.7 to coordinate Franklin College's efforts to comply with Section 504 of the Rehabilitation Act.

### **Requesting Accommodations**

Reasonable and appropriate accommodations will be provided to students with disabilities to ensure equal access to academic programs and other college-sponsored activities. It is the responsibility of the student to identify him/herself and formally request accommodations. Medical records, psychoeducational testing and school records (such as IEP or 504 plan) may help support specific requests. Franklin College is not responsible for the cost of evaluations to determine whether a student has a disability and whether, because of that disability, needs an accommodation. Disability documentation submitted by a student is confidential. Franklin College will not release any part of the documentation without the student's informed consent.

The student must participate in an initial intake interview with the staff of Disability Services to discuss the student's levels of functioning, accommodation needs, and Franklin College's policies and procedures. Medical records, psychoeducational testing and school records (such as IEP or 504 plan) should be brought to the intake interview.

Franklin College will review the student's request for Accommodations to help determine the appropriate Accommodation. If a student requests a specific Accommodation, Franklin College may offer that Accommodation or an alternative, if the alternative would also be effective in equalizing the student's opportunity to participate in the education program or activity.

Eligibility for academic accommodations will be determined by the Director of the Academic Resource Center and will be based upon the aforementioned intake and documentation. Accommodations are not retroactive.

Students with disabilities are encouraged to apply well in advance for disability related academic accommodations through their State Department of Vocational Rehabilitation Services.

### **Accommodations**

Franklin College will make such modifications to its academic requirements as are necessary to ensure that its requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a student or applicant. Franklin College will provide appropriate accommodations based on the student's disabilities and individual needs when necessary to avoid discrimination.

Accommodations may include:

- changes in length of time permitted for the completion of degree requirements
- substitution for specific courses required for the completion of degree requirements
- adaptation of the manner in which specific courses are conducted
- arranging for priority registration
- reducing a course load
- providing note takers (may be another student in the class or hired)
- extended time for testing
- private testing room, free of distractions
- oral or essay exams rather than multiple choice formats
- if telephones are provided in dormitories, a TTY
- preferential seating
- taped texts
- sign language interpreters
- oral interpreters
- other effective means of making orally delivered materials available to students with hearing impairments
- readers for classroom use
- electronic readers
- videotext displays
- television enlargers
- talking calculators
- Braille calculators, printers, or typewriters
- telephone handset amplifiers
- voice synthesizers
- specialized gym equipment
- calculators or keyboards with large buttons
- reaching devices for library use
- raised-line drawing kits
- assistive listening devices or systems
- telecommunication devices for deaf person
- classroom equipment adapted for use by students with manual impairments
- recording devices
- speech-to-text services and captioned media

- equipping computers with screen-reading, voice recognition, or other software/hardware
- other similar services and actions.

### **Recurring Course Requests**

Students should meet with Disability Services as soon as they have completed their course schedule for the upcoming semester so that Accommodation requests can be discussed and determined. Disability Services may not be able to secure Accommodations for course related requests made less than thirty days in advance.

Students must provide at least 24-hours advance notice of an absence to Disability Services if the student has an Accommodation involving an interpreter. If a student does not appropriately communicate with Disability Services and misses two classes during the semester, Accommodations involving interpreting services will be suspended until the student meets with the Director of the Academic Resource Center to discuss the situation. For these purposes, an absence is defined as missing fifteen or more minutes of a class period.

### **Campus Event/Activity Requests**

To request an Accommodation for a specific campus event or activity, students should complete the Accommodation Request Form and submit it for approval to Disability Services in the Academic Resource Center. Disability Services may not be able to secure Accommodations for non-course related requests made less than two weeks in advance. Students should provide at least 24-hours advance notice for cancellation of an Accommodation for an event or activity.

If a student does not appropriately communicate with the Director of the Academic Resource Center and misses two events or activities for which an Accommodation was requested, Accommodation services for events and activities will be suspended until the student meets with the Director of the Academic Resource Center to discuss the situation.

Franklin College does not provide Accommodations for the following:

- Events of a personal nature;
- Personal attendants (for example, with help in bathing, dressing, or other personal care);
- Individually prescribed devices;
- Readers for personal use or study; or
- Other devices or services of a personal nature such as tutoring or typing.

Any questions or concerns should be brought to the attention of the Academic Resource Center so that the question or concern can be resolved.