



### **Welcome**

The Office of Accessibility was established to provide leadership and assistance to Champlain College to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendments Act 2008. The Office of Accessibility strives to provide successful access and services to qualified students with disabilities. We take pride in also providing technical assistance, consultation and resources to students, faculty, staff, campus visitors, and for departments looking to provide improved accessibility for individuals with disabilities. The Office of Accessibility is a program in the Division of Student Affairs at Champlain College. We look forward to learning more about and serving you.

### **Applying for The Office of Accessibility**

Now that you are a student at Champlain College, it is your responsibility to identify yourself to the Office of Accessibility as an individual with a disability and to request accommodations. The definition of an individual with a disability is defined by Section 504 of the Rehabilitation Act and/or the ADA Amendments Act 2008. An individual with a disability is someone with a physical or mental impairment that substantially limits a major activity such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, working, thinking reading, concentrating, and communicating; and or the operation of major bodily functions.

Champlain College students who are seeking accommodations must register with The Office of Accessibility. For more information on the application process, please call or email The Office of Accessibility.

The Office of Accessibility is located in Skiff Hall, rooms 112 and 116. You can also reach out via phone - (802) 865-5764 - or email [accessibility@champlain.edu](mailto:accessibility@champlain.edu) .

You are more than welcome to set up an in-person or phone appointment with the Office of Accessibility staff as well. All materials are available in alternative format by request.

1. Complete the Office of Accessibility accommodation request form. For academic accommodation requests, please complete the [Academic Accommodation Request Form](#). For housing accommodation requests, please complete the [Housing Accommodation Request Form](#).
2. Send documentation of the condition(s). The information that you provide to the OA staff will help determine your eligibility for services and the appropriate accommodations and/or services. It is helpful if the documentation is current enough to explain how the condition(s) affect you now. Please see the documentation guidelines below.
3. Your application and documentation will be reviewed as soon as possible once it is received.

You will be notified by email whether additional information is needed and/or if you qualify for services. Once you are notified, it is best to set up an appointment to meet with the Office of Accessibility staff as soon as possible.

### **Determining Disability Status and Accommodations:**

The determination of disability status will be made by the OA staff after a thorough review of the documentation provided by you, along with information gained through the intake interview, and additional student records. Intake interviews may be conducted over the phone for students who are Champlain College Online students.

#### **Students must complete the following forms:**

- Academic or Housing Accommodation Request Form
- Documentation of a disability\*

*\*For students requesting housing accommodations, a current provider must fill out the [Housing Documentation Request Form](#).*

### **Disability Documentation Requirements**

In order to provide reasonable and appropriate academic accommodations to those students at the College who have disabilities, the Office of Accessibility (OA) requires documentation which shows the current disability and its impact on academic functioning. Therefore, the documentation the student provides to OA must include the following information:

The name, title, and professional credentials of the evaluator including information about license or certification, as well as, area of specialization, employment, and state in which the individual practices. Professionals conducting the evaluation/assessment must be qualified to do so, and it is essential that they have experience working with adolescent/adult populations.

Reports must be on letterhead, typed, dated, and have the original signature of the evaluator. Reports must be written in English or translated into English by a qualified translator.

Reports need to include the names of any standardized tests administered, the scores derived from these tests, and a discussion of the data that clearly indicates the presence of a disability. OA reserves the right to determine which tests are acceptable for diagnosing the disability. Standardized tests must be based on adult norms.

- The report must clearly state the specific diagnosis of the disability. Terms such as “suggest” or “is indicative of” are not acceptable.
- The evaluator must describe the impact of the diagnosed disability on a specific major life function/activity (especially as it relates to academic performance).
- The diagnostic report should include specific recommendations for reasonable academic accommodations and a detailed explanation of the rationale for each recommended accommodation as related to the specific functional limitations.
- If medications are taken, these should be listed as well as their potential side effects.
- If symptoms involve cognitive recall (memory), appropriate testing needs to be conducted. Testing for specific learning disabilities may be appropriate.
- A doctor’s prescription pad note or a school plan such as an Individualized Educational Plan (IEP) or 504 Plan is not sufficient documentation in and of itself but can be included as part of a neuropsychological evaluation.

It must be understood that evaluation reports themselves do not automatically qualify a student for registration or services with the Office of Accessibility. All of the items listed above must clearly show the presence of a disabling condition and clearly justify the need for reasonable accommodations. The Office of Accessibility will make the final decision as to whether reasonable and appropriate accommodations are needed and can be provided to the student.

### **Requesting Services**

#### **Making Requests in a Timely Manner:**

Advanced planning is needed to ensure the timely provision of appropriate accommodations. A qualified student with a disability may not be excluded from a program due to lack of appropriate services, however all services may not be on hand at all times. Therefore, it is important to allow sufficient time for a program and/or the institution to put accommodations and appropriate auxiliary aid(s) into place. Thus, you should turn in their requests for accommodations within an appropriate time frame, usually at least one month prior to the beginning of the next semester for which the accommodations are being requested, dependent upon the request. If requesting interpreting services or other services related to a hearing impairment or visual impairment, please make the request at least two months in advance. If a request is submitted after the relevant deadline, the Office of Accessibility will make every reasonable effort to accommodate the request but cannot guarantee that an untimely request can be met. Ultimately, requests may result in delay, substitutions, or denial of accommodation.

#### **How to Request Services:**

If you are requesting academic accommodations, you are required to meet with the Office of Accessibility (OA) staff to discuss the request. You will need to bring your schedule and course syllabi, electronic copies are acceptable, to this meeting. OA staff will discuss with the student the approved accommodations, the student's class schedule and the appropriate accommodations for the courses being taken. OA staff will also address any questions or concerns the student may have about discussing approved accommodations with instructors.

### **The Office of Accessibility Accommodations and Services**

The Office of Accessibility (OA) offers a wide range of services to ensure qualified students with disabilities have an equal opportunity to participate in Champlain College's programs and services. In order for the Office of Accessibility staff to determine effective and appropriate accommodations, each student must make communication a priority. Every student understands how their disability affects them and it is important that you feel comfortable discussing these issues with the OA staff. The more the OA staff can understand about you and your disability, the more collaborative the process will be. Accommodations and services that are offered are listed below.

#### **Test Taking Accommodations**

Students who are requesting accommodations are required to meet with the OA staff, or the appropriate appointee, to discuss the request. Each student knows how their disability affects them; therefore, it is important that you meet with the OA staff to discuss your needs and how they relate to you as a student in the classroom or beyond.

In order to receive accommodations:

- Each student needs to make an appointment to meet with the OA staff at the beginning of each semester to discuss accommodation needs and how they relate to each course the student is registered for.
  - Accommodation and services are determined per individual student, on a course-by-course basis. This is why students are encouraged to meet with the OA staff before the start of or at the beginning of each semester. This meeting will allow the OA staff and the student to determine the appropriate accommodations for each class.
- Once accommodations have been established, a letter of accommodation will be generated for each class where accommodations are needed.
- **If a student has not met with the OA staff to discuss accommodations, the student may not receive their accommodations. Please visit with the OA staff if you have any questions or concerns.**

### **Test Accommodation Policies**

The goal of test accommodations is to ensure that the student's performance is measured by knowledge and acquisition of course material, and to minimize the impact of the student's disability in the test-taking process. To accomplish this, the Office of Accessibility (OA) staff makes a recommendation based upon the documented impact of the disability with consideration to the student's self-report. In order to determine eligibility and determine details of your accommodations:

- Make an appointment to meet with the OA staff early in the semester. Remember to have all of your course syllabi at this appointment to discuss course requirements as well as test dates.
- Obtain your accommodation letter for each course. Your letters should be emailed within 2 business days after your meeting with the OA staff.

Students are expected to make contact with each instructor to discuss their accommodations and to address any potential concerns. It is best to meet with your instructor during their office hours or set up a time to meet with them individually.

### **Scheduling Exam Dates and Times**

- Students are expected to email [testingaccommodations@champlain.edu](mailto:testingaccommodations@champlain.edu) to reserve a space for their upcoming exam or quiz. Students will need to send an email at least 3 days in advance of the test date and will Cc their instructor on the email. This assists in making sure each student receives their proper accommodations and allows the Office of Accessibility to contact your instructor, reminding them that you are scheduled for an exam.
- **You will take your exam at the same day and time as the class unless there are circumstances which will prevent you from not receiving your full accommodations. You must have instructor approval if taking your exam at a different time than the scheduled class time.**

### **Arriving for Exams**

- Please arrive at the Testing Center on time. Test takers who arrive late must still finish their exam in the time allotted. If the student is over 10-15 minutes late, instructor permission may be needed to begin the exam late or the student may not be able to take the exam at all.
- If you arrive on time, but there is a delay in seating you, the ending time for your exam will be adjusted accordingly.

These policies are in place to ensure that each student receives the accommodations they need to ensure the integrity of each exam that the student is taking. Please contact your OA staff with any questions or concerns regarding accommodation policies.

### **Alternative Format Services**

Students with learning disabilities, visual impairments or other conditions that affect access to print materials may be eligible for books in alternative format. Alternative format includes textbooks and other printed class material in a digital format, in Braille, or in audio and electronic format. Students eligible for alternative format services must provide a copy of their class schedule as soon as they register for each semester.

The Office of Accessibility will try to obtain books from other sources such as the Access Text Network. Books that are unavailable in alternative format can be created in-house, if needed. For those books that need to be produced in-house, the Office of Accessibility staff strive to provide media to the students in a timely manner. Course materials can also be produced.

In order for the Office of Accessibility to provide your media as needed, the OA staff will contact students regarding information as to which titles are available from what sources. Once it has been determined which title are needed, you will need to provide the OA staff with a copy of your purchase receipt.

When media are ready, files will be sent via Dropbox. You will be sent a link to your materials so that you may download them to a device of your choice.

Feedback is appreciated regarding the alternative format media that you receive. Please contact your OA staff if you are unsatisfied with the speed or quality of your media. It is important to for the OA staff to hear your concerns in order for changes to be made.

### **Communication Access Services**

Any eligible individual who may or may not use American Sign Language as a primary source of communication, may request interpreter services from the Office of Accessibility (OA). OA has contracts with local interpreters and interpreter services agencies to provide services at events and in settings such as classes, labs, meetings with faculty or staff, commencement ceremonies, and other Champlain College functions.

Any request for interpreting services must be submitted in a timely manner. Within reasonable limits, OA will strive to accommodate your request. The OA staff and consumer will meet to discuss their communication needs for the term and/or that may arise. After an interpreter has been assigned, the OA staff will contact each instructor. The OA staff will let the instructors know about the student enrolled in their class as well as the interpreter(s) that will be attending. Each instructor will be given information on how to work with students how are Deaf/hard of hearing as well as

information on how to best work with interpreters. For interpreting assignments outside of the classroom, the OA staff will communicate with the person responsible for the event to plan the logistics.

Students are responsible for contacting the OA staff if they do not plan on attending class or other scheduled events for which services have been arranged. If possible, 24-hour notice is preferred, but it is understandable if that amount of notice cannot be given; this is for timely notification and cancellation of services. If interpreters are not notified in advance of a cancellation, they are paid for the entire class period as well as for mileage and/or travel if not notified before travel occurs. For this reason, failure of a student to show up for three classes without notifying the OA staff may result in suspension of interpreting services. Services may be reinstated once the student has met with the OA staff to review OA policies and procedures for interpreting services. OA also provides sign language interpreters upon request for visiting family and friends attending Champlain College sponsored events and activities, and who communicate using sign language. Students wishing to arrange for private interpreting services, for which they are responsible for payment, may utilize the DS office for assistance in contacting qualified interpreters.

For Deaf or hard of hearing individuals interested in transcribing services, please refer to Transcribing Services.

### **Communication Access Services – Transcribing Services**

Any eligible individual who may or may not use American Sign Language as a primary source of communication, may request transcribing services from the Office of Accessibility (OA). OA has the ability to contract with local transcribers to provide services at events and in settings such as classes, labs, meetings with faculty or staff, commencement ceremonies, and other Champlain College functions. Transcribing services for non-academic settings will be discussed on a case-by-case basis.

Any request for transcriber services must be submitted in a timely manner. Within reasonable limits, OA will strive to accommodate your request. The OA staff and consumer will meet to discuss their communication needs for the term and/or that may arise, as well as delivery of edited notes following classes. After a transcriber has been assigned, the OA staff will contact each instructor. The DS staff will let the instructors know about the student enrolled in their class as well as the transcriber(s) that will be attending. Each instructor will be given information on how to work with students how are Deaf/hard of hearing as well as information on how to best work with transcribers. For transcribing assignments outside of the classroom, the OA staff will communicate with the person responsible for the event to plan the logistics.

Students are responsible for contacting the OA staff if they do not plan on attending class or other scheduled events for which services have been arranged. If possible, 24-hour notice is preferred, but it is understandable if that amount of notice cannot be given; this is for timely notification and cancellation of services. If transcribers are not notified in advance of a cancellation, they are paid for the entire class period as well as for mileage and/or travel if not notified before travel occurs. For this reason, failure of a student to show up for three classes without notifying the OA staff may result in suspension of interpreting services. Services may be reinstated once the student has met with the OA staff to review OA policies and procedures for interpreting services.

For Deaf and hard of hearing individuals interested in American Sign Language interpreting services, please refer to Interpreting Services.

### **Classroom Relocation**

Due to the age and design of some buildings on the Champlain College campus, portions of the buildings are not accessible to students with mobility impairments. To ensure that classrooms and laboratories on campus are accessible, the Office of Accessibility will work with different departments on campus to move classes to more accessible locations.

Students who need to access faculty or departmental offices in these inaccessible areas are encouraged to schedule meetings in more accessible locations.

It is important to meet with our OA staff right away to prevent problems with classroom accessibility. Contact the OA staff once you have registered for classes or be sure to contact the OA staff well before classes begin.

### **Flexibility with Attendance Policy**

This accommodation is given to those students with a disability that affect their ability to attend class. Some examples of disabilities that would qualify for this specific accommodation would be those that are otherwise health impaired, etc. This accommodation is meant to be used only as needed, i.e. sparingly, and only in relation with the documented disability. It is important that each student talk to their faculty member at the beginning of the term to discuss this specific accommodation.

### **Note Taking Assistance**

Note taking assistance is available to students who have a hearing impairment, hand-function limitations, a learning disability that affects written expression, or a visual impairment. Other conditions may be eligible so check with OA staff.

To obtain note taking assistance, OA staff will email a letter of accommodation that lists note taking assistance as an accommodation. At that time, the student is expected to meet with their instructor to discuss the best option for this accommodation. Usually, faculty will help identify another student in the class who can share a copy of their notes. If the faculty are unable to identify another student to share notes, the OA will work with the student and faculty member to identify other ways to provide notes to the student. Other options may include but are not limited to access to faculty lecture notes, access to PowerPoint slides at least one day in advance, the use of assistive technology, or other options.

Please keep in mind that the best notes are those that you create yourself. Remember, taking notes is a very important part of the learning process. Notes from other students reflect the foundation of knowledge that they have about the subject matter as well as what they feel is important in a lecture. This information may not reflect what you, the student, feel is important or the foundation of knowledge that you have. If you receive notes from a classmate, please be sure to still take your own notes during lecture.

## **Advocacy with Faculty and Staff**

Champlain College has a very accepting community, especially for students with disabilities. Faculty and other instructors work with each student to make sure their accommodations are being met and that they are available to the student to help answer their questions. Still, students interact with a wide range of people on a daily basis at Champlain College and, at times, may need to speak with someone regarding a disability related issue. The Office of Accessibility (OA) is here to serve each person with a disability and can help facilitate interactions with faculty and staff. At times students may not feel comfortable approaching others to speak about their accommodations or may need help when problems arise. OA can act as an intermediary and meet with faculty and staff to let them know you have a disability, with permission, as well as the accommodations that you qualify to receive. OA does not reveal the nature of your disability unless you have given them permission to do so, or unless there is an educational need to know. At times, OA may recommend that you share more information regarding your disability with faculty and staff. This is because it may help your faculty member understand your needs and what you need in the classroom or laboratory to have equal access. However, remember that it is up to you if you would like to share this information.

## **Extended Time for Assignments and Projects**

At times, extended deadlines on specific assignments or project may be adjusted. The student will be required to request the extension from their instructor at least 3 days before the due date. Once the extension has been granted, the student will have 1 to 2 days after the due date to turn in the assignment/project. The Office of Accessibility will assist those students that qualify to facilitate these adjustments, when appropriate.

Accommodations are determined on a case-by-case, course-by-course basis for each student. Each student is encouraged to meet with the OA staff every semester to set up accommodations on a class-by-class basis. If you anticipate that your condition will flare up or cause difficulties in turning in assignments or projects, you should discuss your concerns with the OA staff at your meeting.

## **Services to Students with Temporary Impairment**

There may be times when a temporary impairment would necessitate the need for accommodations, e.g. broken bones, recovering from surgery, etc. The degree of limitations to major life functions and the duration of the impairment may be such that it requires short-term accommodations such as those used by students with disabilities. Services may include moving the classrooms if the student cannot access them, training the student on assistive technology, possible note-taking and exam accommodations, as well as information regarding access to accessible transportation and temporary disability parking. Please contact the Office of Accessibility staff for more information.

## **Campus Access at Champlain College**

### **Accessible Parking**

There are accessible parking spaces on campus for those that have a temporary or state disability placard. A general or temporary parking permit will need to be displayed as well. Please contact Transportation.



## **Accessible Housing**

Students with disabilities who need wheelchair accessible housing or those that will need special equipment, such as a door light or other such equipment, should contact Residential Life and Housing or the Office of Accessibility prior to the beginning of the school year. This information is needed as early as possible to ensure that your needs are met when you arrive on campus.

## **Campus Orientation**

For those students who are blind, have low vision, or mobility impairments, learning a new environment can be a challenge. OA will assist the student with locating classes and help determine routes around campus. This can also include a general tour of campus and the accessibility map that shows access features around campus such as ramps, curb cuts, handicap parking, etc. Contact the OA staff at 802.865.5764 to make arrangements prior to coming to campus.

## **Personal Care Attendants**

The hiring, supervision of, and payment to personal care attendants are the responsibility of the student needing attendant services. OA will assist students in locating applications for personal care attendances. Those interested in hiring a personal care attendant can publicize the employment opportunity through other avenues in the community. Students living in the Residence Halls or in the College apartments, who have a live-in care attendant, can negotiate a reduced living cost for the attendant with Residential Life and Housing Office. Live-in attendants who are not students may also be able to purchase a meal plan.

## **Service and Emotional Support Animals**

Champlain College is committed to compliance with Section 504 of the Rehabilitation Act of 1973, and with the ADA Amendments Act. Individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of Champlain College where members of the public, participants in services, programs or activities, or invitees are allowed to go.

The OA staff will determine, on a case-by-case basis, and in accordance with applicable laws and regulations, whether individual requests for emotional support animals are a reasonable accommodation. Please contact OA for the Emotional Support Animal Request form to start the process.

## **Transitioning to College**

If you are making the change from your current situation to attending a 4-year, post-secondary institution, it can be quite an adjustment. When you enroll at Champlain College, you will find many things are different. In general, you are now responsible for your education. The Office of Accessibility will help you plan necessary accommodation for this new environment by matching our services with your specific disability-related needs.

### **Please note some of the major differences between high-school and college for students with disabilities:**

- Students must self-identify to The Office of Accessibility and hold primary responsibility for self-advocacy and requesting accommodations *each* term.
- Professors are not required to modify assignments or routinely alter deadlines.

- Grading and test format changes are generally not available. Modifications may be made to how exams are given (i.e. extending test time) and are available when supported by the functional limitations imposed by the condition(s).
- Students are expected to read, save, and consult the course syllabus which outlines expectations, due dates and grading processes.
- Tutoring does not fall under accommodation requirements. Students who need tutoring services can go to the SMART Space to seek out their services.
- Students generally need to study at least 2-3 hours outside of class for each hour spent in class.
- The Family Educational Right and Privacy Act of 1974 (FERPA) protects the privacy of student records and limits access to only those with a legitimate educational interest. Students must sign a release if they wish to have parental involvement.

### **You should anticipate**

- Increased workloads at a faster pace.
- Reduced contact with instructors.
- More financial and social pressure.
- Harder work and a better quality required for an A
- Fewer exams with more material covered on each.
- Lengthy reading assignments.
- Increased decision-making responsibilities.
- Needing to think independently.

Meet with OA staff early on to avoid any delays in receiving accommodations. This will help make the transition easier.

### **College Obligation**

The College has an obligation to confirm that students receiving accommodations have verified disabilities according to state and federal law. We request disability documentation and develop accommodation and service recommendations based on this information. Accommodations and services may not be provided if the student does not provide documentation of a disability does not have a diagnosed disability or does not follow the Office of Accessibility and College policies and procedures. Disability documentation is housed in a confidential student file and does not become a part of the students' academic record.

### **Legal History**

Most students do not understand that they are legally entitled to the accommodations that they receive at a post-secondary institution. There are two federal laws that protect individuals with disabilities from discrimination – the ADA Amendments Act of 2008 and the Rehabilitation Act of 1973. Due to these laws, people with disabilities have had a more equal opportunity to attend and participate in college. Some of the requirements for colleges and universities are listed below:

- Program accessibility to individuals with disabilities.
- Fair admissions requirements so people with disabilities are not screened out.
- Provisions for academic adjustments to ensure that evaluations do not measure the disability.
- Provision of auxiliary aids, services, etc.

The Office of Accessibility assists Champlain College in meeting these legal obligations. To accomplish this, certain expectations are made of each student who receives services.

## **Student Responsibilities**

As a student, it is your responsibility to identify yourself to the Office of Accessibility as an individual with a disability and to request accommodations. According to the laws, an individual with a disability is someone with a physical or mental impairment that substantially limits one or more major life activities, such as walking, seeing, hearing, learning, caring for oneself, speaking, breathing, thinking, concentrating, etc. **Documentation of the disability must be provided to OA and is kept on file to assist in determining appropriate accommodations. The documentation must support the accommodations requested by the student and requests for accommodation must be made in a timely manner.**

The OA works closely with each student to individually determine what accommodations are effective and appropriate. Communication is key. You, the student, know best how your disability affects you. It is important to feel comfortable discussing this with your OA staff and to know what kind of assistance you need to be successful.

Information on laws prohibiting discrimination on the basis of disability are available from many sources. See the OA staff if you would like more information.

## **Grievance Procedure**

Students with grievances related to an accommodation determination, procedures for accommodations, or provision of accommodations are encouraged to resolve the complaint with the Office of Accessibility. If a resolution is not reached, students can submit additional documentation for review. If the accommodation is still not approved, the student can make a request in writing for an additional review by the Assistant Vice President of Diversity, Community and Inclusion (or designee).

The student will have 10 calendar days from the date of the denial of the accommodation, to submit the request. The request should state the nature and details of the complaint, the names of other witnesses or participants, and the remedy the student seeks.

Once a complaint is filed, the Assistant Vice President of Diversity, Community and Inclusion (or designee) will review the request and make a decision within 10 calendar days of the student's request and will notify the student of the decision. The decision of the appeal process is final.

Students also have the right to register a complaint with the Office of Civil Rights. The Office of Civil Rights may be contacted at the following address:

U.S. Dept. of Education  
Office of Civil Rights  
POCH 222  
Boston, MA 02109

Students may also register a complaint with the Vermont Human Rights Commission, at the following address:

Vermont Human Rights Commission  
14-16 Baldwin Street  
Montpelier, VT 05633-6301  
(800) 416-2010 (Toll Free VT)  
(802) 828-1625 (Voice)  
[human.rights@vermont.gov](mailto:human.rights@vermont.gov) (Email)

If a student feels that any action has been directed against them because of a disability or perception of a disability by College faculty or staff, or another student, the student may contact the Office of Diversity and Inclusion (802-860-2784) and/or initiate a complaint under the College's harassment, discrimination and hazing policy and complaint procedure (see Discrimination, Harassment and Hazing Prevention Policy).

### **Frequently Asked Questions**

#### **Who is eligible for accommodations?**

Accommodations are available to all currently enrolled students who have a documented disability that substantially limits them in one or more of life's major activities.

#### **What documentation is needed?**

All accommodation requests require information from the student's provider. Supporting documentation must be current, comprehensive, professional documentation that consists of a diagnosis of the limiting disability. Documentation should include an evaluation by an appropriate professional describing the current impact of the disability, the diagnosing professional's recommendations for management of the limitations of the disability, and how these recommendations relate to the accommodation(s) requested.

#### **Is an IEP or 504 Plan from high school appropriate documentation?**

The information in an IEP, 504 Plan or Transition Plan may be appropriate documentation. A student may also wish to include a psycho-educational evaluation report/neuropsychological evaluation as supportive documentation. Please note: A student must request this information separately from their request for high school transcripts. The documentation should be sent to Champlain College's Office of Accessibility.

#### **What information do you need if I am transferring from another college or university?**

For students transferring from another college or university, information related to their disability must be requested separately from a request for transcripts. A Student must request that documentation regarding their disability be sent directly from their current college or university's disability services to Champlain's Office of Accessibility. If you have any questions please contact Champlain College's Office of Accessibility.

#### **What if I require temporary accommodations?**

If you have a temporary condition or disability and require temporary accommodations, contact the Office of Accessibility and speak with the Associate Director about your needs. The Office of Accessibility will request current, comprehensive, professional documentation of your temporary condition or disability and may ask to meet for further discussion of your needs.

#### **Do academic accommodations need to be renewed each semester?**

Yes. It is the student's responsibility to request that their Accommodations be sent to their instructors every semester. This allows the student to self-select if they would like to use accommodations in each course. Some students find that there are certain courses that are already accessible and therefore they do not need their letter of accommodation sent to that professor. It is the student's responsibility to confirm that their letter of accommodation has been received and to discuss the accommodations requested with each instructor.

### **What kinds of accommodations are typically provided?**

Services may include, but are not limited to the following:

1. Accessible classrooms
2. Course aids (such as; extended time for exams, test taking in a low distraction setting and texts in alternate formats).
3. On-campus housing accommodations

### **How do I request accommodations?**

Students with disabilities who wish to request appropriate and reasonable accommodations should complete the appropriate Accommodations Request Form to begin the process of establishing eligibility for accommodations. It is the student's responsibility to provide current documentation to the Office of Accessibility that establishes a disability. If a student does not have documentation please contact the Office of Accessibility to discuss your options and do not allow this to delay your request for accommodations.

### **What is the ADA, the ADAAA and Section 504 of the Rehabilitation Act?**

The ADA stands for The Americans with Disabilities Act of 1990 and is a federal civil rights law designed to provide equal opportunity for people with disabilities. The ADA ensures equal access and opportunity and also protects individuals with disabilities from discrimination. The ADAAA stands for The American with Disabilities Act Amendments Act of 2008, and broadens the scope of the ADA in some instances. Section 504 of the Rehabilitation Act of 1973 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.

### **How do these laws impact a college education?**

In post-secondary education the ADA, the ADAAA and Section 504 ensures that a student with a disability, who is qualified for admission, will have the same access to programs, services and activities as all other students.

### **How do accommodations in college differ from services in high school?**

In college, success is up to the student and the responsibilities of the student and the college are different at the postsecondary level compared to the primary and secondary levels. Here are some key points:

- In the primary and secondary levels (K-12), the school is responsible for identifying, testing and providing services for students with disabilities.
- At the postsecondary level, the student must: locate the office that provides accommodations for students with disabilities (Champlain's Office of Accessibility), identify themselves to the office, request accommodations, and provide appropriate professional documentation that substantiates the need for accommodations. Students are required to participate in the interactive process for accommodations similar to the processes needed for workplace accommodations.
- A student who needs additional or updated information to support accommodation requests, or who has not been identified as a student with accommodations before college, has financial responsibility for evaluations and testing.
- At the postsecondary level, once academic accommodations have been approved, the student must request their accommodations in each instance their accommodations are needed. For example, for testing accommodations, the student must communicate with their instructor that they intend to use their testing accommodations and the student must schedule the dates and times of their exams with the appropriate testing scheduler.

**What are my responsibilities as a college student?**

It is your responsibility to identify yourself to the Office of Accessibility and to provide professional documentation of the disability in order to qualify for academic accommodations. Accommodations can be provided only after these conditions are met. In general, the less obvious the disability, the more information is needed.

It is also your responsibility to contact instructors each term to present the accommodation letter which identifies the necessary accommodations for your classes. Prior to each term, contact The Office of Accessibility to set up an appointment to meet with the OA staff. OA staff will go over your classes with you and provide a letter of accommodation for each class where accommodations are appropriate.

Students with disabilities take the same responsibility for their education as non-disabled students. This includes maintaining the same academic levels and meeting comparable standards of appropriate behavior.

**I neglected to tell anyone about my disability when I registered for classes. Can I still request accommodations?**

Yes, but you must contact the Office of Accessibility as soon as possible and supply the proper documentation of your disability. There may be some delay in providing full accommodations.

**Will every student with a disability receive accommodations?**

No. Legally, accommodations must be determined on a case-by-case basis. Some students with disabilities will not need accommodations. The Office of Accessibility must determine the accommodations based on documented individual needs.

**What is the time frame for requesting accommodations?**

Specific accommodations are determined during a meeting with the Office of Accessibility. Students should request general accommodations as early as the first to second week of classes. Every effort will be made to provide accommodations in a timely manner, but last-minute requests may not be feasible. Students will use the accommodation letter to take the initial step to meet with their instructors at the beginning of each semester to discuss academic accommodations.

Students with more specialized accommodations, such as the need for a sign language interpreter or transcription services, should request their accommodations at least 6 weeks prior to the semester starting.

**Are there academic resources for students with accommodations?**

Champlain College has many academic resources available to support all students. It is up to the student to take responsibility to access the available resources. One resource is Champlain's [SMART Space](#), which provides free academic coaching and tutoring services to Champlain students.

**How can my parents or guardians gain access to my academic performance?**

Champlain College may not, by law (FERPA), contact parents about a student's academic performance, unless the student gives the College permission to do so. Champlain encourages parents and guardians wishing to know how their student is doing to ask their student directly. We appreciate and value

communication that is student initiated and student directed. [Academic Records & Registration](#) has more information on FERPA at Champlain College.

**What is the objective of academic accommodations?**

In college, a student with a disability, who is qualified for admission, will have the same access to programs, services and activities as all other students. Champlain will make appropriate and reasonable accommodations unless doing so would fundamentally alter the nature of the service, program or activity, or if it poses an undue administrative or financial burden. Often, the reason certain accommodation requests are not granted is that they go beyond the scope of this objective.

**Are accommodations the same college to college?**

Accommodations may vary from college to college. Students transferring from one postsecondary institution to another may experience differences in the types of accommodations offered. Any student with questions should contact Champlain's Office of Accessibility.

**Does Champlain College provide attendant care?**

No. Students are responsible for their own self-care according to the Americans with Disabilities Act.

**Are there additional resources available?**

The Office of Accessibility is available to provide further resources and information upon request.