

# Disability Accommodation Policy & Procedures

## 1. Purpose

This policy establishes the institution's commitment to providing equal access to educational programs, services, and activities for students with disabilities, in compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and all applicable state laws.

## 2. Policy Statement

The institution is committed to creating an inclusive educational environment where all students have the opportunity to succeed. Students with documented disabilities are entitled to reasonable accommodations that support equal access, so long as the accommodation does not fundamentally alter program requirements or create an undue administrative or financial burden.

No student will be denied admission, subjected to discrimination, or otherwise treated unfavorably based on a disability.

## 3. Definitions

**Disability:** A physical or mental impairment that substantially limits one or more major life activities.

**Reasonable Accommodation:** A modification, adjustment, aid, or service that enables equal access without lowering academic or technical standards.

**Interactive Process:** A collaborative dialogue between the student and the institution to determine appropriate accommodations.

**Documentation:** Medical or professional records that verify a disability and support the need for accommodations.

## 4. Student Responsibilities

- Submit a completed ADA Accommodation Request Form to the **ADA Coordinator** (listed below).

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- Provide current and relevant documentation from a qualified professional.
- Participate in the interactive process to identify needed accommodations.

## 5. Institution Responsibilities

- Respond to all accommodation requests in a timely and supportive manner.
- Maintain confidentiality of disability-related information.
- Engage in the interactive process with the student to determine reasonable accommodations.
- Provide approved accommodations promptly and ensure instructors are informed of the required adjustments.
- Notify students in writing if a request is denied, including the reason and information on the appeal process.

## 6. Procedures for Requesting Accommodations

**Step 1: Student Request** - Students notify the ADA Coordinator in writing or via the designated request form.

**Step 2: Submit Documentation** - Documentation should:

- Be prepared by a licensed professional qualified to diagnose the condition
- Describe the disability and functional limitations
- Recommend accommodations if applicable

### Step 3: Review & Interactive Process

The ADA Coordinator reviews the documentation and meets with the student to discuss needs, essential program requirements, and potential accommodations.

#### **Step 4: Determination & Notification**

The ADA Coordinator issues an Accommodation Approval Letter outlining:

- The approved accommodations
- How long the accommodations remain in effect
- Instructions for implementation

#### **Step 5: Instructor Notification**

Faculty receive written notice of approved accommodations. Medical information is not shared.

#### **Step 6: Implementation**

Instructors and other staff must provide accommodations as directed unless they believe the accommodation may alter the essential requirements of a course or program. Concerns must be reported to the ADA Coordinator, not addressed directly with the student.

#### **7. Examples of Reasonable Accommodations**

- Extended test time
- Quiet or separate testing environment
- Note-taking support or permission to audio record lectures
- Alternative formats (digital, large print, captioned videos)
- Assistive technology
- Access to auxiliary items like food, medication, or medical devices

#### **8. Confidentiality**

All disability-related records are confidential and shared only on a need-to-know basis.

#### **9. Appeals Process**

Students may appeal an accommodation denial or concerns about implementation by submitting a written appeal to the Campus Director or School Operations Director within 10 business days. A decision will be issued within 14 business days of review. The appeal decision is final.

#### **10. Non-Retaliation**

The institution prohibits retaliation against any individual who requests accommodations, participates in the interactive process, or files a complaint or appeal.

#### **11. Policy Review**

This policy is reviewed annually to ensure compliance with federal and state requirements and institutional procedures.