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Owner Faculty Organization
Policy Area College of Nursing CNG
Applicability MVHS

Disability Services for Reasonable Accommodations, CNG-100.5

PURPOSE

To define the process for students who qualify for disability services requiring reasonable accommodations as defined under Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act. Accommodations for students at St. Elizabeth College of Nursing (SECON) are determined on an individual basis in a collaborative process between each student and the Disability Services Coordinator (DSC). St. Elizabeth College of Nursing is not required to modify essential academic requirements, or make modifications that would fundamentally alter the nature of the program. The goal of providing reasonable accommodations is to give the student equal access to learning.

The role of the Disability Services Coordinator (DSC) is to meet with all students requesting accommodations to ensure these students are aware of and receive the services necessary to enhance their success in the program. In accordance with the Americans with Disabilities Act, all accepted students must meet admission criteria and must fulfill program requirements.

All students seeking admission to the program are required to review and sign acknowledgment of the Technical Standards for Nursing Students document indicating the ability to perform those skills necessary to meet the clinical objectives prior to graduating from the nursing program. The DSC will discuss the Technical Standards individually with student who request accommodations to determine if the modifications can be provided in the clinical setting while safely providing patient care and maintaining the safety of the student. Accommodations that would affect safety would fundamentally alter the nature of the nursing program.

SCOPE

Administration, Faculty, Students

REFERENCES

ADA National Network. (2017). *Postsecondary institutions and students with disabilities*.
<https://adata.org/factsheet/postsecondary>.

Association on Higher Education and Disability. (2012, October). *Supporting accommodation requests: Guidance on documentation*

practices. <https://www.ahead.org/professional-resources/accommodations/documentation>

Association on Higher Education and Disability. (2015). *The Professional's guide to exploring and facilitating*

access. <https://www.ahead.org/professional-resources/accommodations/documentation/professional-resources->

[accommodations-professional-guide-access](https://www.ahead.org/professional-resources/accommodations/documentation/professional-resources-)

Code of Federal Regulations. (May, 2023). *45 CFR part 84 nondiscrimination on the basis of handicap in programs or*

activities. <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-84>

New York State Higher Education Services Corporation. (n.d.). *New York State Higher Education Services Corporation policy for*

reasonable accommodation in programs and services for individuals with disabilities or pregnancy-related conditions.

<https://www.hesc.ny.gov/about/reasonable-accommodation/hesc-reasonable-accommodations/>

St. Elizabeth College of Nursing. (2024). *Disability services for reasonable accommodations handbook*.

St. Elizabeth College of Nursing Technical Standards for Nursing Students policy, CNG-100.9

U.S. Department of Education. (Sept 2011) *Students with disabilities preparing for postsecondary education: Know your rights and*

responsibilities. <https://www2.ed.gov/about/offices/list/ocr/transition.html>

DEFINITIONS / ABBREVIATIONS

SECON: St. Elizabeth College of Nursing

DSC: Disability Services Coordinator

Handbook: St. Elizabeth College of Nursing Disability Services for Reasonable Accommodations

Handbook

IEP: Individualized educational plan

Reasonable accommodations: accommodations made for a student who submits appropriate documentation of a disability to provide equal access to opportunity under section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

PROCEDURE / DIRECTIVE

1. Students inquiring about accommodations for a disability will be given the St. Elizabeth College of Nursing Disability Services for Reasonable Accommodations Handbook (Handbook) for complete information on the process for requesting accommodations.
2. The student requiring reasonable accommodations while at SECON will follow the guidelines in the Handbook. The DSC will meet to discuss the accommodation request with the student and review any documentation required to determine the appropriate accommodations for the student and develop an IEP. Decisions are made utilizing the student's perspective on how their disability affects learning and the accommodations that have enhanced the student's learning in the past and any documentation received. Students with medical disabilities will submit documentation from their health-care provider indicating their diagnosis and treatment plans.
3. Accommodations may include but are not limited to:
 - Extended time for testing
 - Proctored exams in a separate location with reduced distraction from class
 - Reader for exams
 - Recording of lectures
 - Note-taking via instructor notes, notes from a peer, or the use of Smart-Pens or other adaptive technology
4. Any student who believes they require reasonable accommodations but does not have documentation will meet with the DSC to self-report. The student and DSC will have a discussion at this time to determine if appropriate testing and/or documentation is required to receive accommodations.
5. If the student self-reports, testing is completed or documentation is received during the semester, the student will be provided accommodations from the date the DSC receives the self-report or evaluation/documentation and meets with the student. The student will not be allowed to retake exams, competencies, or resubmit assignments that were completed prior to requesting and then receiving accommodations.
6. The DSC will complete the *Notification of Faculty by Disability Coordinator of Reasonable Accommodations Needed by the Student* form indicating the specific accommodations required and make copies of the form for the student to submit to the course coordinator of each of their courses at SECON (original to be signed by DSC, course coordinator and student and then kept on file by DSC with copies to be given to course coordinator and student).

7. If a student notifies the course coordinator of the need for reasonable accommodations without a form from the DSC, the course coordinator shall refer the student to the office of the DSC to ensure completion of the appropriate process.

8. The student is responsible to give the completed form indicating the appropriate accommodation(s) to the course coordinator. It is the student's responsibility to:

- determine to whom they wish to disclose their disability and accommodation(s)
- inform their faculty of the accommodation by providing a copy of the completed form to the course coordinator or faculty member
- meet with the course coordinator to discuss the form that outlines the reasonable accommodation
- notify the course coordinator of EACH course in the program at the beginning of the semester of the need for accommodations

9. The course coordinator then informs the DSC that they have received the form and are ensuring that the accommodations are made for the student. The course coordinator will sign the Notification of Faculty Form in the designated area and return the form to the DSC.

10. If a student who has requested and received accommodation(s) decides not to utilize the accommodations, the student will meet with the DSC to discuss the student's desire to defer the accommodation(s). The student will sign the Deferred Accommodation(s) Form indicating this. The student may decide at a later date to utilize the accommodations by notifying the DSC and submitting the Notification of Faculty by Disability Coordinator of Reasonable Accommodations form to the course coordinator. Students will not be allowed to retake exams, competencies, or resubmit assignments during the time frame that they deferred the accommodation.

11. The STUDENT is responsible to disclose their accommodation(s) to faculty. Except for circumstances of educational need to know or an emergency situation, the DSC WILL NOT initiate a discussion about the student's disability or accommodations with any faculty or staff person.

12. Documentation submitted by the student as well as a copy of the Notification of Faculty Form or the Deferred Accommodations Form will be secured in a locked location in the office of the DSC.

13. The DSC will continue to assist the student as an advocate and advisor for as long as the student is enrolled at SECON. The student must exercise due diligence in utilizing the accommodations.

14. Prior to the DSC denying any requested accommodation(s), the DSC will confer with the President of the College to review the disability and accommodation(s) requested prior to making a final decision. The DSC will notify the student of any accommodation denial and rationale.

15. The Grievance and Appeals Policy Related to Discrimination (CNG-100.26) process can be initiated by any student who feels that they are not receiving the required accommodations.

CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):

This Document Replaces:

NSG-CNG-100.5

Attachments

[Deferral of Accommodations Form \(CNG-100.5\).pdf](#)

[Notification of Faculty-Need for Reasonable Accommodations Form \(CNG-100.5\).pdf](#)

Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	8/8/2024

Applicability

MVHS