

**Policy Number: 3650**  
**Effective Date: 06/15/11**

## **Accommodations For Students With Disabilities**

### **POLICY STATEMENT:**

Welch College does not discriminate on the basis of race, sex, color, national origin, age, handicap, or veteran status in provision of educational opportunities. Welch College does not discriminate on the basis of sex or handicap in the education programs and activities which it operates, pursuant to the requirements of Title IX of The Education Amendments of 1972, Pub.L.92-318; and Section 504 of the Rehabilitation Act of 1973.

Admission requirements such as evidence of successful completion of an approved high school curriculum (high school transcript) or GED, references, completion of ACT/SAT, and statement of Christian faith apply to all prospective students, including students with disabilities. Welch College accepts students with disabilities who meet its admission requirements. Students with disabilities who desire to enroll in any program of Welch College must be able to meet the minimal standards of the college, and the particular program to which admission is sought.

Upon proper notification and documentation of disability, Welch College will make reasonable accommodations as defined below. Reasonable accommodations do not include substantial changes to the essential elements of a course or curriculum that fundamentally alter the nature of the course or program or participation that poses a direct threat to the health or safety of oneself or others, or undue financial, administrative, or other burden.

The quality and quantity of work required of students with disabilities is equal to that of other students. Accommodations may be made for locations of classes, kinds and timing of testing, as well as varieties of reports, projects, and research papers but not to reduce the level of quality of the assignment. Students unable to perform at a college level will be helped to identify ways to exercise their particular gifts that do not require a college education

### **RATIONAL/PROCEDURE:**

Students with disabilities must complete a form requesting accommodations along with appropriate documentation. An Individualized Educational Plan (IEP) or 504 Plan stating services received in high school or other educational institution, or other current documentation from a physician or psychologist defining the student's disability is required and may support the request for accommodation. The student is fully responsible for gathering proper documentation and any associated costs.

The staff will implement reasonable accommodations by the third week of the semester. These recommendations might be any of the following: accessible facilities, extended test time, oral administration of tests, testing in a separate room, regular meetings with a volunteer tutor assigned by Student Services, readers, a note taker, tape recorded notes (student's responsibility),

tape recorded textbooks or electronic reader, advanced copies of materials that will be used in the classroom, and housing in a private room (at student's expense).

The Provost's Office notifies appropriate faculty members of the support needed by students with disabilities. The Student Services Office is notified and offers counseling sessions to help with adjustment to college if requested. Student Services oversees tutoring services. Students who desire continuing accommodations must formally request them before the beginning of each subsequent semester.

**RESPONSIBILITY:**

The Provost, Vice President for Student Services, and the Vice President for Financial Affairs are responsible for oversight of this policy. The Enrollment Management Director and Chairs of admissions committees are also responsible for implementation of the policy.

Charges of violations concerning Title IX and Section 504 should be directed to Title IX officer, Tom Sass at his office. His office phone number is 615-844-5000, Extension 5230.

## **Consumer Information: Title IX/Section 504 Statement**

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## **Reasonable Accommodations for Students with Disabilities**

Admission requirements such as evidence of successful completion of an approved high school curriculum ( high school transcript) or GED, references, completion of ACT/SAT, and statement of Christian faith apply to all prospective students, including students with disabilities. The College accepts students with disabilities who meet its admission requirements. Students with disabilities who desire to enroll in any program of Welch College must be able to meet the minimal standards of the college, and the particular program to which admission is sought. Some students with disabilities can cope sufficiently to handle college level work without additional help. Some can handle college work with additional help, and some cannot handle college work with the level of help the College is able to provide. Therefore, the College collects information about student needs and reports on the accommodations available as far in advance as possible and notifies students of the level of help that can be provided.

Reasonable accommodations do not include substantial changes to the essential elements of a course or curriculum that fundamentally alter the nature of the course or program or participation that poses a direct threat to the health or safety of oneself or others, or undue financial, administrative, or other burden. The quality and quantity of work required of students with disabilities is equal to that of other students. Students unable to perform at a college level will be helped to identify ways to exercise their particular gifts that do not require a college education.

To request accommodations, students with disabilities must complete a form requesting accommodations along with appropriate documentation. An Individualized Educational Plan (IEP) or 504 Plan stating services received in high school or other educational institution may support the request for accommodation. If neither of these documents is available, current documentation from a physician or psychologist defining the student's disability is required. The student is fully responsible for gathering appropriate documentation and any associated costs.

The staff meets with students before the end of the second full week of the semester to implement a Reasonable Accommodation Form. These recommendations might be any of the following: accessible facilities, extended test time, oral administration of tests, testing in a separate room, regular meetings with a volunteer tutor assigned by Student Services, readers, a note taker, tape recorded notes (student's responsibility), tape recorded textbooks or electronic reader, advanced copies of materials that will be used in the classroom, and housing in a private room (at student's expense).

The Provost's Office notifies appropriate faculty members of the support needed by students with disabilities. The Student Services Office is notified and offers counseling sessions to help with adjustment to college if requested. Student Services oversees tutoring services. Students who desire continuing accommodations must request them before the beginning of each subsequent semester.

Accommodations may be made for locations of classes, kinds and timing of testing, as well as varieties of reports, projects, and research papers but not to reduce the level of quality of the assignment.