

ACCESSability

an Academic Services handbook
for students with disabilities and their families

Adrian College
Academic Services
Jones Hall Room 205
517.265.5161 Ext. 4413



*Adrian College is a challenging, caring,
educational community in which students with
disabilities are encouraged to be proactive
learners in an accessible, supportive
environment.*

TABLE OF CONTENTS

Policy/Accessibility

- Adrian College Educational Mission - 3
- The Responsibility of Adrian College for Equal Access - 3
- Admission to Adrian College - 4
- Financial Services - 5
- Documentation, Confidentiality - 5
- The College Discrimination and Discriminatory Harassment Policy - 5

Academics/Accessibility

- Accessing Reasonable Support Services - 6
- Reconsideration of Academic Services - 7
- Academic Petition - 7
- Career Planning - 8

Student Life/Accessibility

- Accessible Facilities - 8
- Housing , Service Animals - 8
- Plant and Maintenance - 9
- Parking and Safety - 9

Food Services - 10
Recreation and Fitness Opportunities - 10
Health and Counseling Center - 10
Michigan Relay Center - 11

Campus Support/Accessibility

Disabilities Issues Committee - 11
Compliance Officer - 11
Where To Go For Answers? -12

Please join us at our next Disabilities Awareness Week March 19-23, 2012

POLICY/ACCESSIBILITY ADRIAN COLLEGE EDUCATIONAL MISSION

Adrian College, a liberal arts College in the United Methodist tradition, is committed to the pursuit of truth and to the dignity of all people. Through active and creative learning in a supportive community, students are challenged to achieve excellence in their academic, personal, and professional lives, and to contribute to a more socially just society.

Adrian College welcomes qualified students regardless of age, disability, ethnicity, gender, physical characteristics, race, religion, sexual orientation; further it does not discriminate on the basis of these characteristics in the administration of educational policies, scholarship and loan programs, athletic or other College-administered programs or activities (Adrian College 2010-2012 Academic Catalog, p.1).

THE RESPONSIBILITY OF ADRIAN COLLEGE FOR EQUAL ACCESS

Rehabilitation Act of 1973, 29 U.S.C.S. § 791 (Law. Co-op. 1998) Section 504, 87 Stat.193-112 (1973)

Section 504 of the Rehabilitation Act of 1973 provides that “No otherwise qualified individual with disabilities in the United States shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

The Americans with Disabilities Act (ADA) 104 Stat.101-336 (1990) 42 U.S.C.S.§ 12101 (Law. Co-op. 1998)

The Americans with Disabilities Act of 1990 (ADA), a federal civil rights law (P.L. 101-336), was patterned after Section 504 of the Rehabilitation Act of 1973. The ADA is intended to protect qualified persons with disabilities from discrimination in employment, government services and programs, transportation, public accommodations, and telecommunications. Institutions of higher education like Adrian College are covered by Title I and Title III of the ADA.

Rights and Responsibilities

The civil rights nature of the ADA promises full participation in the post-secondary experience for qualified students with disabilities. Students are entitled to enjoy all the benefits, privileges, and obligations that are related to that opportunity. Students with disabilities have both rights and responsibilities under the law. Part of that responsibility is to meet the same academic standards as are expected of any other student. The ADA does not require the institution to lower its standard for a given student simply because the student has a disability.

Students with disabilities at Adrian College have the right to:

- full and equal participation in the services and activities of the College;
- reasonable support services;
- privacy and limited access regarding confidential information.

Students with disabilities at Adrian College have the responsibility to:

- document how the disability limits participation in courses or programs, services, jobs and activities;
- identify as an individual with a disability when support service is needed;
- follow published procedures for obtaining reasonable academic accommodations;
- meet qualifications and maintain essential standards for course and programs, services, jobs, and activities.

Adrian College has the right to:

- establish essential functions, skills, knowledge and standards for courses, programs, and degrees;
- evaluate students based on the established functions, skills, knowledge and standards;
- have confirmed disability status through relevant documentation that supports requests for academic services;
- deny a request for a support service if the documentation does not support the request or if the documentation is not submitted at least one week prior to the service;
- select among equally effective services for students with disabilities.

Adrian College has the responsibility to:

- maintain confidentiality of records;

- respond to students in a timely manner;
- arrange appropriate and reasonable support services.

ADMISSION TO ADRIAN COLLEGE

[Frank Hribar, Admissions House, (1-800)877-2246, fhribar@adrian.edu]

Admission to Adrian College is based on high school grade point average and ACT/SAT scores. Scores from standardized tests administered under special conditions are acceptable.

An applicant is not required to disclose a disability in order to apply to Adrian College. Additional information related to a disability from a counselor, physician, and/or consultant may be sent with an application. If an applicant voluntarily reports a disability, she/he will receive information about available support services. The College has no obligation to accept or retain a student with a disability unless the student is “otherwise qualified”, i.e. capable of meeting the academic standards of the college and program, with or without reasonable accommodation.

FINANCIAL SERVICES

[Student Financial Specialists, Stanton Administration Building, (517) 264-3107]

The Financial Services office is responsible for processing scholarship, grant, work study and loan programs. Individuals needing financial aid assistance should contact one of the financial services associates who will provide appropriate information about the College’s procedures and policies. They are also knowledgeable about federal and state programs including the Michigan Rehabilitation Grant.

DOCUMENTATION/CONFIDENTIALITY

[Danielle Ward, Jones Hall, Room 205, (517) 265-5161 ext. 4413, dward@adrian.edu]

In order to qualify for protection under the law, an individual must demonstrate that she/he is a person with a disability as defined by the law and must request that protection. The first step is to provide documentation from an appropriately credentialed professional who documents a physical or mental impairment that substantially limits one or more major life activity. In order to receive support services, a student with disabilities must provide relevant comprehensive documentation that, without the service(s), she/he would not have equal access and thus would be subject to discrimination. When a student provides such verification, she/he is entitled to access.

At Adrian College, this documentation must be presented to the Disabilities Specialist in Academic Services in Room 205, Jones Hall. All documentation is retained in a locked, confidential file in Academic Services and cannot be accessed by others without specific, written consent by the student.

If the original documentation is incomplete or inadequate to determine reasonable support services, the College has the discretion to require additional documentation, the cost of which is the responsibility of the student. Pending the receipt of appropriate documentation, services will be denied.

When a student's documentation establishes that the individual does have a current need for support services in order to have full access, then the student has the right to access reasonable service(s).

THE COLLEGE DISCRIMINATION AND DISCRIMINATORY HARASSMENT POLICY

[Kristi Hottenstein, Caine Student Center, (517) 265-5161, ext. 3142; khottenstein@adrian.edu]

Students who believe themselves to be victims of discrimination or discriminatory harassment are encouraged to attempt resolution informally or through a formal hearing process through the Office of Student Affairs and the Campus Advocates. The Director of Academic Services is the Campus Advocate for students with disabilities. The complete College policy of discrimination and harassment can be obtained at the Office of Student Affairs. An adaptation is printed yearly in the *Student Handbook* as are the steps for a formal hearing.

ACADEMICS/ACCESSIBILITY ACCESSING REASONABLE SUPPORT SERVICES

[Danielle Ward, Jones Hall, Room 205, (517) 265-5161 ext. 4094, dward@adrian.edu]

Reasonable accommodations are changes in existing facilities, procedures, rules or operations so that facilities, services, and job opportunities for otherwise qualified individuals with disabilities are functionally equivalent to the facilities, services, and opportunities available to individuals without disabilities unless such accommodations would present an undue hardship for the business or organization involved.

Americans with Disabilities Act Sec.101 (9)

The ADA does not require accommodation that results in fundamental alteration of a program's curriculum or when the academic requirements are essential to a program of study or to meet licensing requirements.

Students are expected to inform faculty or an Academic Services staff member of academic program concerns. Students with disabilities are entitled, under both Section 504 and the ADA, to reasonable, effective and appropriate accommodation at no cost. Support services may be provided through Academic Services in Jones Hall or directly by faculty. Academic Services is open during the academic year from 8:30 A.M. to 5 P.M., Monday through Friday with evening hours Sunday through Thursday.

After a student has presented documentation of a current need for academic services to Academic Services, a plan is written based on the documentation provided and the student's schedule. The services plan is reassessed often. Training in the use of appropriate technology is available.

Reasonable accommodation is individualized and flexible based on the nature of the disability and academic environment. A request for support services must be received at least one week prior to the requested services.

Academic support services offered at Adrian College are:

- Alternate orientation placement testing arrangements for reading, mathematics, and modern languages;
- Support classes in mathematics, reading, study skills, and research paper writing;
- Peer tutoring; individual and small group;
- Skills center for writing;
- Skills center for mathematics;
- Note-taking service;
- *Kurzweil scanner, Braille capabilities, CCTV, ViaVoice;*
- Testing services;
- Mobility assistance.

Communication by the student with a disability with instructors and Academic Services staff is integral to a successful academic experience. It is important to address needs and concerns as they arise.

RECONSIDERATION OF ACADEMIC SERVICES

[Linda Jacobs, Jones Hall, Room 205, (517) 265-5161 ext. 4413, ljacobs@adrian.edu]

Students who wish to question the granting of a given academic support service should speak first with the appropriate faculty member and/or member of the Academic Services staff. Further questions should be directed to the Director of Academic Services. If the issue remains unresolved, inquiry may then be directed to the Adrian College Compliance Officer, the Rev. Chris Momany.

Faculty and staff should direct questions regarding academic services decisions and/or actions to the Director of Academic Services. If the issue remains unresolved regarding accommodation decisions and/or services, further inquiry may be made to the Compliance Officer.

All questions regarding appropriate academic support services must be brought within a week of the service in question. Decisions will be returned in no more than two weeks. During the process of reconsideration, established support services will continue. Responses to questions related to academic support services will be provided in written form and become a part of the confidential records of the student.

ACADEMIC PETITION

[Bridgette Winslow, Stanton Administration Building, (517) 265-5161 ext. 4313, bwinslow@adrian.edu]

Students may petition the Academic Status Review Committee for exceptions to rules concerning academic policies, procedures, and graduation requirements due to extenuating circumstances. The committee will consider only those petitions that have first been reviewed by the academic advisor and that have been submitted far enough in advance that, if denied, the petitioner will have sufficient time for rescheduling or other appropriate action (2010-2012 College Academic Catalog, p. 22).

A student may appeal any academic judgment to the instructor, the department chairperson, the Academic Status Review Committee, the Academic Dean, or when all other appeals are exhausted, to the President of the College.

CAREER PLANNING

[Jana Damico, Stanton Administration Building, (517) 265-5161, ext. 4392; jdamico@adrian.edu]

The Office of Career Planning, located in the Stanton Administration Building, is dedicated to helping students make the transition from college to the world of work. Office hours are Monday – Friday, 8 A.M. to 5 P.M. All services are free to students and include:

- A well-stocked career library;
- Interest and personality inventories;
- Bulldog Alumni Career Network;
- Internship program and listings.

STUDENT LIFE/ACCESSIBILITY ACCESSIBLE FACILITIES

[Nikki Meagle, Stanton Administration Building, (517) 265-5161, ext. 3850; nmegale@adrian.edu]

Automatic door openers have been installed in most buildings on campus. Elevators can be found in Merrillat Sport & Fitness' Center, Peelle/Jones Hall, Shipman Library, Mahan Hall, and Caine Student Center. Most of the buildings on campus provide at least one entry point which is accessible by wheelchair and have accessible restrooms.

Accessible residence hall accommodations have been provided (see Housing following). Other accommodations are provided, as needed, on an individual basis. Requests for building modifications should be made as soon as possible. Such requests will be considered in terms of reasonableness, appropriateness and financial impact.

HOUSING

[Laura Owen, Caine Student Center, (517) 265-5161 ext. 4303, lowen@adrian.edu]

The Residence Life Office believes that all students should have the opportunity to live on campus. There are accessible rooms on the first floors of Cargo and Powell Halls. The community bathrooms can accommodate wheelchairs and have shower benches with grab bars. There are no rooms with private bathrooms. There are no elevators in any of our residence halls. Laundry facilities are in the basements of each residence hall. Students with disabilities may need to arrange for assistance with doing laundry.

The majority of first-year students are assigned roommates. Students with disabilities will also be assigned roommates unless they request a single room at additional cost and a single room is available.

Any special accommodations must be requested in writing by filling out the *Adrian College Academic Service Disability Request Form* (available in Admissions, Academic Services, and Residence Life) accompanied by a letter from a physician with a description of functional limitations and a recommendation regarding specific needs. Every attempt will be made to accommodate reasonable requests as long as appropriate advance notice is given. It is important that students discuss needs with the Admissions Counselor as early as possible.

Air conditioners are not permitted in residence hall rooms unless necessary for health reasons. The *Adrian College Request for Exemption to Air Conditioner Policy* form is

available in the Residence Life Office and must be accompanied by documentation from the student's physician.

The *Adrian College Policy on Service Animals* is available on-line or from either the Housing office or the Academic Services office.

Mail boxes for all students are located in Caine Student Center. Arrangements can be made for mail access for those not able to operate locks.

PLANT & MAINTENANCE

[John Johnston, Campus Services Building, (517) 264-3131]

The College's Plant and Maintenance services include custodial, maintenance, construction and grounds/landscaping concerns throughout campus.

Accessibility issues - whether related to buildings, elevators, doors, furniture modifications, or sidewalks - should be reported directly to the maintenance staff.

PARKING AND SAFETY

[Charlie Decker, Caine Student Center, (517) 265-5161, ext.4333: cdecker@adrian.edu]

The Adrian College Department of Campus Safety provides continuous 24-hour services designed to assist students in areas of safety and security. A professional law enforcement officer supervises a contingent of student security officers and lieutenants. Lieutenants are on patrol between the hours of 8 p.m. and 4 a.m. seven days a week.

Parking for individuals with a disability is clearly marked across campus. The handicapped sticker must be correctly displayed in the vehicle to use designated parking.

FOOD SERVICES

[Tim McLaughlin, Ritchie Marketplace, (517)265-5161, ext. 4127; tmclaughlin@adrian.edu]

The College's food service operations are provided by Sodexo Dining Services which is responsible for the main dining operations in Ritchie Marketplace as well as food operations in Caine Student Center. The food services staff is readily available to assist any student or guest who may need help in the dining hall or snack bars. Students wishing assistance should inform any of the managers or other staff members when they enter the facilities.

RECREATION AND FITNESS OPPORTUNITIES

[Mike Duffy, Merillat Sports & Fitness Center, (517)265-5161 ext. 4075; mduffy@adrian.edu]

The Merillat Sports & Fitness Center offers varied opportunities for fitness and recreational enjoyment. The strength coach assists students in setting up programs to suit individual needs. Locker rooms accommodate users with disabilities.

HEALTH AND COUNSELING CENTER

[Dawn Marsh, Monique Savage, Caine Student Center, (517) 265-5161, ext. 4214;
dmarsh@adrian.edu, msavage@adrian.edu]

The Health Center and Counseling Services are located in the Caine Student Center. The Health Center staff consists of two R.N.'s and an office coordinator who provide illness evaluation and referrals to area physicians as needed. If the Health Center is not open, emergency health care is available at Bixby Medical Center.

Counseling Services is staffed by a qualified clinician, experienced in working with college students. Short-term individual counseling, support groups, presentations, and workshops are provided each semester. Services are offered at no cost.

MICHIGAN RELAY CENTER

[Toll free number 1-800-649-3777 for TTY and voice users]

The ADA of 1990 requires all states to provide access to nationwide Telecommunications Relay Services (TRS). Through the TRS, callers using TTYs and TDDs are able to communicate with people who use standard voice telephones. Michigan Relay Center communication assistants relay telephone conversations verbatim simultaneously between TTY users and non-TTY users. The Center operates 24 hours a day, seven days a week. Calls made through the relay service are confidential. Operators relay entire conversations, leaving nothing out. There is no charge to use the relay service.

DISABILITIES ISSUES COMMITTEE

[Danielle Ward, Jones Hall, Room 205, (517) 265-5161 ext. 4094, dward@adrian.edu]

Adrian College has formed an ad hoc group to review disabilities issues on campus. The group, which meets throughout the academic year to propose and consider programming and facility changes that would be beneficial to individuals with disabilities, also reviews accommodation requests and responds to formal complaints. Decisions made by the Disabilities Issues Committee are subject to appeal to the College's Compliance Officer.

The committee is comprised of faculty, staff and student representatives. The Disabilities Specialist coordinates the activities of the committee.

COMPLIANCE OFFICER

[Rev. Chris Momany, Valade Hall, 133, (517) 265-5161 ext. 4300, cmomany@adrian.edu]

The designated compliance officer for Adrian College is the Rev. Chris Momany, Chaplain and Director, Church Relations. Inquiries and formal complaints of a non-academic nature should be brought to the attention of the Compliance Officer. Academic issues are handled through an academic appeals process outlined earlier.

WHERE TO GO FOR ANSWERS

INQUIRY	OFFICE	LOCATION	EXT
Academic Records	Registrar	Admin.Bldg.	4313
Academic Services	Room 205	Jones Hall	4413
Athletics	Athletic Director	Sport/Fitness Ctr.	3997
Bookstore	Bookstore	Caine Student Ctr.	4202
Campus Employment	Financial Services	Admin.Bldg.	4306
Campus Safety	Campus Safety	Caine Student Ctr.	4333
Career Planning	Career Services Center	Admin. Bldg.	4392
Computer Assistance	Information Systems	Shipman Library	3342
Computer Centers	Ridge/Library/Jones/Mahan Halls		
Counseling, Personal or Crisis	Health Center	Caine Student Ctr.	4518
Curriculum Advisor	Registrar	Admin. Bldg.	4313
Disabilities Services	Academic Services	Jones Hall	4413
Emergency - 911	Campus Safety	Caine Student Ctr.	4333
Food Services	Ritchie Marketplace	Ritchie Marketplace	4127
Greek Life	Greek Affairs	Caine Student Ctr.	3811
Health Services	Health Center	Caine Student Ctr	4214
Housing	Residence Life	Caine Student Ctr.	3811
International Students	Multicultural Services	Caine Student Ctr.	3278
Library	Shipman	Shipman	3828
Medical Insurance Plan	Health Center	Caine Student Ctr.	4214
Military for Credit	Registrar	Admin.Bldg.	4313
Organizations	Student Activities	Caine Student Ctr.	3836
Payment of Tuition, Room, Board	Cashier	Admin.Bldg.	4525
Parking	Campus Safety	Caine Student Ctr.	4333
Religious Affairs	Chaplain	Valade Hall	4211
Scholarships	Financial Services	Admin.Bldg.	3539
Social Events	Student Activities	Caine Student Ctr.	3836
Student Government	Student Org. Suite	Caine Student Ctr.	4222
Student Loans	Financial Services	Admin.Bldg.	3539
Student Passwords	Information Systems	Shipman Library	4313

Transcripts	Registrar	Admin.Bldg.	4313
Withdrawal from a Class	Registrar	Admin.Bldg.	4313

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Dial-A-Ride	517-265-6611
Federal Government's Humans Service Agency	517-266-5627
Lenawee County Health Department	517-264-5226
Lenawee Health Alliance	517-265-0900
Michigan Commission for the Blind	517-373-2062
Michigan Commission on Disability Concerns	877-499-6232
Michigan Department of Social Services	517-264-6300
Michigan Rehabilitation Services	517-263-0607
Michigan Relay Center (TDD)	800-649-3777
Visually Impaired Information Center	734-421-6599