



O'More College of Design Disability Services Policy

Services Available

The Office of Student Affairs (OSA) at O'More College offers advising, advocacy, and facilitation of accommodations, in order to provide equal access to college programs and services consistent with both the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Guidelines

Students who will be requesting reasonable accommodations for a disability must first be accepted for admission to O'More College. Eligibility must then be established through the OSA before services can be provided.

At the college level, the student is responsible for initiating their accommodations request through the OSA, and providing the necessary supporting documentation as described below. On average, the process takes at least two weeks to complete so please contact the OSA early, preferably no later than the first week of each semester.

Process

1. Any student requesting reasonable accommodations for a disability will need to forward their specific accommodation request(s), along with a copy of their current diagnostic documentation of the disability, to the OSA for review.

Accommodation Request Information should include:

- A brief description of the disability;
- Treatments, if any, that are in current use;
- The expected duration or progression of the condition.

Documentation should be as current as possible, and cannot be older than three (3) years. It must be from a licensed medical or psychological examiner, written on their official letterhead and signed by the examiner. The documented disability must be a physical or mental impairment that substantially limits one or more MAJOR life activities.

NOTE: An Individual Education Plan (IEP) or 504 Plan from high school will not meet the documentation guidelines alone.

2. The student requesting the accommodation should meet with the Director of Student Affairs, to discuss the request. All disability accommodations are determined on an individual basis, considering the student's specific request, diagnostic documentation, history of accommodations and course requirements.

3. If the request is approved, the student will be provided with an individualized Accommodation Form(s) to provide to and discuss with each instructor to have the accommodations administered. The faculty member may approve the academic adjustments and/or make additional suggestions at that time.

4. When an agreement is reached between the student and the faculty member, the form must be signed by both and returned to the OSA within two weeks after they are given to the student. Faculty members may maintain copies for their record.

5. If an agreement cannot be reached, a meeting will be arranged by the OSA that will include the Director of Student Affairs, the student, the faculty member and the Department Chair, to collaborate on an acceptable accommodation.

Student Responsibilities

- Students must self-identify and advocate for themselves.
- O'More College is not allowed to contact parents without the student's written permission, assuming the student is over 18 years of age.
- Students are responsible for cost associated with diagnosing and documenting the disability.
- Tutoring that is made available to all students will be provided by the college, but any additional tutoring the student may request outside the college will be the financial responsibility of the student.
- Any occupational, physical or psychological therapy the student may require do to disability is the responsibility of the student to seek and pay for.

Scope of services

The OSA provides a range of accommodation services to students with disabilities. Accommodations are determined on an individual basis considering the student's specific request, diagnostic documentation and course curriculum.

Depending on a student's qualifying disability, accommodations may include; but are not limited to, the following:

- Access to class notes
- Accessible classrooms
- Alternative formats for printed material
- Exam accommodations
- Sign language interpreter or transcription services
- Priority scheduling
- Preferential seating in the classroom
- Permission to record lectures
- Readers and/or scribes
- Access to assistive technology software and computer equipment
- Guidance to accessing campus and off-campus referral resources

For more information regarding O'More College's Disability Services policy, please contact the Director of Student Affairs:

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